

DEPARTMENT OF MATHS AND SCIENCE

LESSON PLAN

| Discipline | Semester | Name of the Teaching faculty: _____, Rajalaxmi Jena |
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| Subject: Communicative English | No of Days/Week class allotted: 4 | 1st Semester from Date: 25-10-22 to 31-01-23. No of weeks: 15 |
| Week | Class Day | Topics |
| 1st | 1st | Introduction |
| | 2nd | Reading Comprehension (Skimming, scanning) |
| | 3rd | Close reading |
| | 4th | Guessing the meaning of unfamiliar words, Main idea and supporting idea |
| 2nd | 1st | Note making |
| | 2nd | summarizing an unseen passage, supplying suitable titles |
| | 3rd | standing up for yourself |
| | 4th | standing up for yourself |
| 3rd | 1st | standing up for yourself |
| | 2nd | standing up for yourself |
| | 3rd | standing up for yourself |
| | 4th | Magic of team work |
| 4th | 1st | Magic of team work |
| | 2nd | Magic of team work |
| | 3rd | Magic of team work |
| | 4th | To my True Friend(poem) |
| 5th | 1st | To my True Friend(poem) |
| | 2nd | Inchcape Rock |
| | 3rd | Inchcape Rock |
| | 4th | Inchcape Rock |
| 6th | 1st | Vocabulary (Synonym & Antonyms) |
| | 2nd | Vocabulary (Synonym & Antonyms) |
| | 3rd | same word used in different situation |
| | | one word substitution |
| 4th | one word substitution | |
| 7th | 1st | class test |
| | 2nd | Application of Grammar- Countable and Uncountable Noun |
| | 3rd | Articles and Determiners |
| | 4th | Articles and Determiners |
| 8th | 1st | Modals |
| | 2nd | Modals |
| | 3rd | Tense |
| | 4th | Tense |
| 9th | 1st | Voice Change |
| | 2nd | Voice Change |
| | 3rd | Paragraph Writing |
| | 4th | Notice Writing- Format and example |

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| 10th | 1st | Agenda |
| | 2nd | Report writing-Format and example |
| | 3rd | Writing personal letters |
| | 4th | Writing an application- To Principal and HOD |
| 11th | 1st | Writing an application- To Hostel Superintendent and Librarian |
| | 2nd | Business Letter-enquiry letter letter Order placement |
| | 3rd | letter Order placement, Execution of order |
| | 4th | Complaint letter |
| 12th | 1st | Cancellation letter |
| | 2nd | Job Application and C.V. |
| | 3rd | Job Application and C.V.- Example |
| | 4th | Job Application and C.V. |
| 13th | 1st | Elements of communication- Definition and feature |
| | 2nd | Good communication and bad communication |
| | 3rd | Models of communication(One way vs two way), Process of communication |
| | 4th | Factors affecting communication |
| 14th | 1st | Professional Communication – meaning and Types |
| | 2nd | Formal Communication- Upward Communication (merits and demerits) |
| | 3rd | Downward communication (merits and demerits), Parallel Communication(merits and demerits) |
| | 4th | Informal Communication(merits and demerits) |
| 15th | 1st | Non-verbal Communication- Meaning, areas, Signs and symbols |
| | 2nd | Body language |
| | 3rd | Graphics |
| | 4th | space and their types |
| 16th | 1st | class test |
| | 2nd | |
| | 3rd | |
| | 4th | |

* Extra one week is required to complete syllabus.

Rajalaxmi Jena
11.10.2022

GOVERNMENT POLYTECHNIC JAJPUR

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DEPARTMENT OF MATHS AND SCIENCE
LESSON PLAN

| Discipline | Semester | Name of the Teaching faculty: Rosalina Nath | |
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Rosalina Nath
11.10.22