## GOVERNMENT POLYTECHNIC JAJPUR

A/ P: Ragadi, Block: Korei, Dist.: Jajpur, Odisha-755019

Website: https://www.gpjajpur.org E-mail: principalgpjajpur@yahoo.co.in Contact: 9437155107

## DEPARTMENT OF MATHS AND SCIENCE LESSON PLAN

Discipline	Semester	Name of the Teaching faculty: , Rajalaxmi Jena
Subject: Communica tive English	No of Days/Week class alloted: 4	1st Samestorfrom Date and the state of the s
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
	1st	Note making
2nd	2nd	summarizing an unseen passage, supplying suitable titles
	3rd	standing up for yourself
	4th	standing up for yourself
	1st	standing up for yourself
3rd	2nd	standing up for yourself
	3rd	standing up for yourself
	4th	Magic of team work
	1st	Magic of team work
4th	2nd	Magic of team work
-	3rd	Magic of team work
-	4th	To my True Friend(poem)
-	1st	To my True Friend(poem)
5th	2nd	Inchcape Rock
	3rd	Inchcape Rock
		Inchcape Rock
-	1st	Vocabulary (Synonym & Antonyms)
-	2nd	Vocabulary (Synonym & Antonyms)
6th	3rd	one word substitution
		one word substitution
	1st	class test
		Application of Grammar- Countable and Uncountable Noun
7th		Articles and Determiners
		Articles and Determiners
		Modals
8th		Modals
		Tense
		Tense
9th		Voice Change
	-	/oice Change
		aragraph Writing 2022- 0-
	4th N	otice Writing- Format and example

1	1st	Agenda
/soeh	2nd	Report writing-Format and example
	3rd	Writing personal letters
	4th	Writing an application- To Principal and HOD
-	1st	Writing an application- To Hostel Superintendent and Librarian
	2nd	Business Letter-engiry letter letter Order placement
11th	3rd	letter Order placement, Execution of order
	4th	Complaint letter
	1st	Cancellation letter
246	2nd	Job Application and C.V.
2th	3rd	Job Application and C.V Example
	4th	Job Application and C.V.
	1st	Elements of communication- Definition and feature
2+6	2nd	Good communication and bad communication
13th	3rd	Mødels of communication(One way vs two way), Process of communication
	4th	Factors affecting communication
	1st	Professional Communication – meaning and Types
	2nd	Formal Communication- Upward Communication (merits and demerits)
14th	3rd	Downward communication (merits and demerits), Parallel Communication (merits and demerits)
1 1 1 1 1	4th	Informal Communication(merits and demerits)
	1st	Non-verbal Communication- Meaning, areas, Signs and symbols
5th	2nd	Body language
2(1)	3rd	Graphics
	4th	space and their types
	1st	class test
16th	2nd	
	3rd	
	4th	

\* Entra one week is required to complete syllabus.

Rajalonni Jeva 11.10.2022

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## DEPARTMENT OF MATHS AND SCIENCE LESSON PLAN

Discipline	Semester	Name of the Teaching faculty: Rosalina Nath
Subject: Communica tive English	No of Days/Week class alloted: 4	1st Semester from Date: 25-10-22. To 31-01-23 No of weeks: 15
Week	Class Day	Topics
	1st	Introduction
	2nd	Reading Comprehension (Skimming , scanning)
1st	3rd	Close reading Main idea and supporting idea
	4th	Close reading Guessing the meaning of unfamiliar words, Main idea and supporting idea
	1st	Note making
200	2nd	summarizing an unseen passage, supplying suitable titles
2nd	3rd	standing up for yourself
	4th	standing up for yourself
	1st	standing up for yourself
2-4	2nd	standing up for yourself
3rd	3rd	standing up for yourself
	4th	Magic of team work
	1st	Magic of team work
ash.	2nd	Magic of team work
4th	3rd	Magic of team work
	4th	To my True Friend(poem)
	1st	To my True Friend(poem)
5th	2nd	Inchcape Rock
5111	3rd	Inchcape Rock
	4th	Inchcape Rock
	1st	Vocabulary (Synonym & Antonyms)
	2nd	Vocabulary (Synonym & Antonyms)
6th	3rd	same word used in different situation one word substitution
	4th	one word substitution
	1st	class test
	2nd	Application of Grammar- Countable and Uncountable Noun
7th	3rd	Articles and Determiners
	4th	Articles and Determiners
	1st	Modals
	2nd	Modals
8th		Tense
	3rd	Tense
	4th	Voice Change
	1st	Voice Change  Voice Change
9th	2nd	
- C-107	3rd	Paragraph Writing
	4th	Notice Writing- Format and example

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-engiry letter letter Order placement
	3rd	letter Order placement, Execution of order
	4th	Complaint letter
	1st	Cancellation letter
12th	2nd	Job Application and C.V.
1201	3rd	Job Application and C.V Example
4,01 2	4th	Job Application and C.V.
	1st	Elements of communication- Definition and feature
13th	2nd	Good communication and bad communication
13(1)	3rd	Models of communication(One way vs two way), Process of communication
	4th	Factors affecting communication
	1st	Professional Communication – meaning and Types
	2nd	Formal Communication- Upward Communication (merits and demerits)
14th	3rd	Downward communication (merits and demerits), Parallel Communication(merits and demerits)
	4th	Informal Communication(merits and demerits)
	1st	Non-verbal Communication- Meaning, areas, Signs and symbols
15th	2nd	Body language
1501	3rd	Graphics
	4th	space and their types
	1st	class test
16th	2nd	
	3rd	
	4th	

Fritra one week is required to complete the symbols.

Rosalina Nalt 11-10-22 -