

2

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: Rosalina Nath , Rajalaxmi Jena
Subject: Communicative English	No of Days/Week class alloted: 4	1st Semester from Date: 25.10.21 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	Class Test
	2nd	Vocabulary (Synonym & Antonyms)
	3rd	Synonym & Antonyms Same word used in different situations
	4th	One word substitution
7th	1st	One word substitution
	2nd	Application of Grammar- Countable and Uncountable Noun
	3rd	Articles and Determiners
	4th	Articles and Determiners
8th	1st	Modals
	2nd	Modals
	3rd	Tens
	4th	Tens
9th	1st	Voice Change
	2nd	Class Test
	3rd	Paragraph Writing
	4th	Notice Writing- Format and example
10th	1st	Agenda
	2nd	Report writing-Format and example

10th	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 CV.
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 CC65:C74ommunication (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	kinesics
	4th	Graphics
16th	1st	Space and their types
	2nd	Doubt clear class
	3rd	Doubt clear class
	4th	Class Test

Rosalina Nali
Rajalaxmi Jena

Dr. Anshu Kumar
Asst. Prof. & SC