

DEPARTMENT OF MATHS AND SCIENCE
LESSON PLAN

Discipline	Semester 2nd	Name of the Teaching faculty: Anuska Khillar		
Subject: Communicative English	No of Days/Week class allotted: 4	Semester from Date: 29.01.2024 15	To Date: 14.05.2024	No No. of weeks:
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	Tense		
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		
	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	Class Test		
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

Books Recommended:-

Invitation to English, Book-1, (for +2 students), CSHE (2016 reprint), Odisha
 Invitation to English, Book-2, (for +2 students), CSHE (2016 reprint), Odisha
 Invitation to English, Book-3, (for +2 students), CSHE (2016 reprint), Odisha
 Invitation to English, Book-4, (for +2 students), CSHE (2016 reprint), Odisha
 Wren and Martin High School English Grammar, Dr. NDV Prasad Rao, S. Chand Publication
 Communication Skills, Sanjay Kumar and Puspallata, Oxford University Press

Signature of faculty

* *Amesha Mishra*