

**GOVT. POLYTECHNIC, GAJAPATI**  
**LESSON PLAN for COMMUNICATIVE ENGLISH (TH1A)**

<b>Discipline</b> Electrical & E&TC Engineering		<b>1ST Semester</b> <b>(COMMON)</b>	<b>Name Of The Faculty:</b> K. Satyanarayan Achary (Lect. In English)
<b>Subject :</b> Communicative English (Theory)		<b>No of Class Days</b> <b>(of 55 Mins. each)</b> <b>alloted per week</b> <b>(4 Nos)</b>	<b>Session 2021-2022</b> <b>1st Semester Classes from 25/10/2021 - 31/01/2022</b>
<b>Month</b>	<b>Week</b>	<b>Class days</b>	<b>Theory Topic</b>
<b>October</b>	<b>1st</b>	<b>1st</b>	Introductio to Communicative English and the Basic Skills of LSRW
		<b>2nd</b>	Literature Appreciation: "To My True Friend" (Poem by Elizabeth Pinard) Part 1
		<b>3rd</b>	Literature Appreciation: "To My True Friend" - Part 2 with Q&A Solution
		<b>4th</b>	Vocabulary - One Word Substitution
<b>Nov.</b>	<b>2nd</b>	<b>1st</b>	Writing Skills : Paragraph Writing (Features, Elements and Development)
		<b>2nd</b>	Paragraph Writing Skill: Exapansion and Development of Ideas into Paragraph
		<b>3rd</b>	Literature Appreciation: "Standing Up for Yourself" - prose by Yevgeny Yevtushenko
		<b>4th</b>	Literature Appreciation: "Standing Up for Yourself"- Part 2
	<b>3rd</b>	<b>1st</b>	Literature Appreciation: "Standing Up for Yourself"- Part 3 wih Q&A Solution
		<b>2nd</b>	Application of English Grammar: Tense and Aspects
		<b>3rd</b>	Application of English Grammar: Tense and Aspects - Part 2
		<b>4th</b>	Vocabulary Drilling - Synonyms and Antonyms
	<b>4th</b>	<b>1st</b>	Elements of Communication: Meaning , definition and features of Communication
		<b>2nd</b>	Elements of Communication: Process and Factors of Communication (with Model)
		<b>3rd</b>	Writing Skills: Reporting an Event Part 1
		<b>4th</b>	Writing Skills: Reporting an Event Part 2

	<b>5th</b>	<b>1st</b>	Application of English Grammar: Tense and Aspects - Part 3
		<b>2nd</b>	Application of English Grammar: Tense and Aspects - Part 4
		<b>3rd</b>	Literature Appreciation: "To My Inchcape Rock" - Poem by Robert Soutehy
		<b>4th</b>	Literature Appreciation: "To My Inchcape Rock" - Part 2 with Q&A Solution
<b>Dec.</b>	<b>6th</b>	<b>1st</b>	Writing Skill: Notice and Agenda Writing (Format and Organisation)
		<b>2nd</b>	Writing Skill: Working with Notice and Agenda Writing - Part 2
		<b>3rd</b>	Elements of Communication: Meaning and Types of Professional Communication
		<b>4th</b>	Meanings and Features of Upward, Downward and Parallel Communication - Part 1
	<b>7th</b>	<b>1st</b>	Meanings and Features of Upward, Downward and Parallel Communication - Part 2
		<b>2nd</b>	Meanings and Features Informal or Grapevine Communication
		<b>3rd</b>	Application of English Grammar: Voice Change - Part 1
		<b>4th</b>	Application of English Grammar: Voice Change - Part 2
	<b>8th</b>	<b>1st</b>	Literature Appreciation: "The Magic of Teamwork" by Sam Pitroda
		<b>2nd</b>	Literature Appreciation: "The Magic of Teamwork" Part- 2
		<b>3rd</b>	Literature Appreciation: "The Magic of Teamwork" Part- 3
		<b>4th</b>	Literature Appreciation: "The Magic of Teamwork" Part- 4 with Q&A Discussion
	<b>9th</b>	<b>1st</b>	Vocabulary: Dictionary Skill Reference
		<b>2nd</b>	Vocabulary - Same Words used in Different Situations
		<b>3rd</b>	Writing Skill: Personal Letter Writing - Part 1
		<b>4th</b>	Writing Skill: Personal Letter Writing - Part 2
	<b>10th</b>	<b>1st</b>	Application of English Grammar: Sub- Verb Agreement - Part 1
		<b>2nd</b>	Application of English Grammar: Sub- Verb Agreement - Part 2
		<b>3rd</b>	Application of English Grammar: Sub- Verb Agreement - Part 3
		<b>4th</b>	Vocabulary Discussion: Senetence Formation
		<b>1st</b>	Elements of Communication: Meaning of Non-Verbal Communication and its Areas

Jan.	11th	2nd	Types of Non-Verbal Communication: Kinesics or Body Language
		3rd	Writing Skill: Formal Letter Writing (Application to the Principal/ HOD/Librarian)
		4th	Writing Skill: Formal Letter Writing - Part 2
	12th	1st	Types of Non-Verbal Communication: Proxemics or the Language of Space
		2nd	Types of Non-Verbal Communication: Audio-Visual Communication
		3rd	Application of English Grammar: Countables and Uncountables
		4th	Application of English Grammar: Articles and Determiners
	13th	1st	Writing Skill: Business Letter Writing (Purchase Order, Cancellation, Complaint)
		2nd	Writing Skill: Business Letter Writing - Part 2
		3rd	Application of English Grammar: Modal Verbs- Part 1
		4th	Application of English Grammar: Modal Verbs- Part 2
	Extr.	14th	1st
2nd			Writing Skill:Job Application Writing with CV- Part 2
3rd			Writing Skill:Job Application Writing with CV- Part 3
4th			Unseen Paragraph: Note Making and Summarizing
15th		1st	Preparing for the Exam: Revision and Drilling
		2nd	
		3rd	Preparing for the Exam: Previous Year QP Discussion & Solution
		4th	

**GOVT. POLYTECHNIC, GAJAPATI**  
**LESSON PLAN for COMMUNICATIVE ENGLISH (TH1A)**

<b>Discipline E&amp;TC Engineering</b>		<b>1ST Semester (COMMON)</b>	<b>Name Of The Faculty: K. Satyanarayan Achary (Lect. In Eng</b>
<b>Subject : Communicative English (Theory)</b>		<b>No of Class Days (of 55 Mins. each) allotted per week (4 Nos)</b>	<b>Session 2021-2022 1st Semester Classes from 25/10/2021 to :</b>
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		<b>4th</b>	Literature Appreciation: "Standing Up for Yourself"- Part 2
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		<b>2nd</b>	Application of English Grammar: Tense and Aspects
		<b>3rd</b>	Application of English Grammar: Tense and Aspects - Part 2
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		<b>4th</b>	Literature Appreciation: "To My Inchcape Rock" - Part 2 with C
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		<b>3rd</b>	Elements of Communication: Meaning and Types of Professior
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	<b>7th</b>	<b>1st</b>	Meanings and Features of Upward, Downward and Parallel Co
		<b>2nd</b>	Meanings and Features Informal or Grapevine Communicator
		<b>3rd</b>	Application of English Grammar: Voice Change - Part 1

Dec.		4th	Application of English Grammar: Voice Change - Part 2
	8th	1st	Literature Appreciation: "The Magic of Teamwork" by Sam Pittr
		2nd	Literature Appreciation: "The Magic of Teamwork" Part- 2
		3rd	Literature Appreciation: "The Magic of Teamwork" Part- 3
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		4th	Writing Skill: Formal Letter Writing - Part 2
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		4th	Application of English Grammar: Articles and Determiners
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		2nd	Writing Skill: Business Letter Writing - Part 2
		3rd	Application of English Grammar: Modal Verbs- Part 1
		4th	Application of English Grammar: Modal Verbs- Part 2
Extr.	14th	1st	Writing Skill:Job Application Writing with CV- Part 1
		2nd	Writing Skill:Job Application Writing with CV- Part 2
		3rd	Writing Skill:Job Application Writing with CV- Part 3
		4th	Unseen Paragraph: Note Making and Summarizing
	15th	1st	Preparing for the Exam: Revision and Drilling
		2nd	
		3rd	Preparing for the Exam: Previous Year QP Discussion & Solutio
		4th	

**Commencement of Classes- 25/10/2021**

**Closing of Attendance - 31/01/2022**

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31/01/2021

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**GOVT. POLYTECHNIC, GAJAPATI**  
**LESSON PLAN for COMMUNICATIVE ENGLISH (PRA)**

<b>Discipline</b> Electrical & E&TC Engineering		<b>1st Semester</b> <b>(COMMON)</b>	<b>Name Of The Faculty:</b> K. Satyanarayan Achary (Lect. In English)
<b>Subject :</b> Communicative English (Lab)		<b>No of Class Days</b> <b>(of 01 hr and 50</b> <b>Mins. each)</b> <b>alloted per week</b>	<b>Session 2021-2022</b> <b>1st Semester Classes from 25/10/2021 to 31/01/2021</b>
<b>Month</b>	<b>Week</b>	<b>Class days</b>	<b>Practical Topic</b>
<b>October</b>	<b>1st</b>	<b>1st</b>	Introduction to the Language Lab: Explaining the LSRW and the Language Acquiring Techniques
		<b>2nd</b>	Introducing the Language Learning Tools used in the Lab
<b>Nov.</b>	<b>2nd</b>	<b>1st</b>	Understanding the Basic Language Skills: Words & Sounds, Intonation & Rhythm
		<b>2nd</b>	Practise and Revision on Basic Language Skills
	<b>3rd</b>	<b>1st</b>	Listening Exercise: Movie Show, Audio Listening: Comprehending the Meaning and Sense
		<b>2nd</b>	Speaking Exercise: Narration of Events, objects, Experiences, Persons and Places
	<b>4th</b>	<b>1st</b>	More Practise on Listening and Speaking Skill with Interaction, Review, Feedback and Necessary Improvement
		<b>2nd</b>	Exercise on Loud Reading & Silent Reading: Breath Control, Sound Emphasis & Voice Control (Focus on Scanning and Skimming for Comprehension)
	<b>5th</b>	<b>1st</b>	Writing Skill Practise: Sentence: Types and Kinds (Structure and Organisation)
		<b>2nd</b>	Practise Exercise: Sentence Formation and Sentence Rearrangement (Written and Oral)
	<b>6th</b>	<b>1st</b>	Fundamentals of Professional Writing
		<b>2nd</b>	Professional Writing: Sample Cover Letters
		<b>1st</b>	Professional Writing: Job Application and C.V. Writing

Dec.	7th	1st	Professional Writing: Job Application and C.V. Writing
		2nd	Exercise on Professional Writing: Job Application and C.V. Writing
	8th	1st	Extempore Speech: Elocution and Debate
		2nd	Body Language and Dress Code - Facial Expression, Posture, Gesture, Eye Contact, Space
	9th	1st	Group Discussion & Interaction
		2nd	_DO_
Jan.	10th	1st	Tips on Preparing for and Attending the Interview
		2nd	Discussing the Frequently Asked Questions During Interview
	11th	1st	Revision: Listening and Speaking Skills
		2nd	Revision: Reading and Writing Skills
	12th	1st	Revision: Professional Writing Skills
		2nd	Paper Reading and Seminar Presentation
	13th	1st	End Term Group Discussion and Interview
		2nd	Preparing for the Semester Examination, Previous Year Question Paper Solution, and Revision

Commencement of Classes- 25/10/2021

Closing of Attendance - 31/01/2022



**GOVT. POLYTECHNIC, GAJAPATI**  
**LESSON PLAN for COMMUNICATIVE ENGLISH (I)**

Discipline E&TC Engineering		1st Semester (COMMON)		Name Of The K. Satyanarayan Achar	
Subject : Communicative English (Lab)		No of Class Days (of 01 hr and 50 Mins. each) alloted per week		Session 202 1st Semester Classes from 25	
Month	Week	Class days	Practical		
October	1st	1st	Introduction to the Language and the Language Acc		
		2nd	Introducing the Language Lear		
Nov.	2nd	1st	Understanding the Basic Language Skills: \		
		2nd	Practise and Revision on		
	3rd	1st	Listening Exercise: Movie Show, Audio Listenin		
		2nd	Speaking Exercise: Narration of Events, ob		
	4th	1st	More Practise on Listening and Speaking Sk and Necessary Ir		
		2nd	Exercise on Loud Readir Breath Control, Sound Emphasis & Voice Control (Foc		
	5th	1st	Writing Skill Practise: Sentence: Types ar		
		2nd	Practise Exercise: Sentence Formation and Se		
	Dec.	6th	1st	Fundamentals of Pro	
			2nd	Professional Writing: Se	
7th		1st	Professional Writing: Job App		
		2nd	Exercise on Professional Writing: Jc		

8th	1st	Extempore Speech: Elc
	2nd	Body Language and Dress Code - Facial Express
9th	1st	Group Discussion
	2nd	_DO_
10th	1st	Tips on Preparing for and A
	2nd	Disucssing the Frequently Asked
11th	1st	Revision: Listening ar
	2nd	Revision: Reading a
12th	1st	Revision: Professior
	2nd	Paper Redaing and Ser
13th	1st	End Term Group Discus
	2nd	Preparing for the Semester Examination, Previou

**Commencement of Classes- 25/10/2021**

**Closing of Attendance - 31/01/2022**

PRA)

Faculty:  
Department (Lect. In English)

2021-2022  
From 15/10/2021 to 31/01/2022

**Topic**

Lab: Explaining the LSRW  
Learning Techniques

Learning Tools used in the Lab

Words & Sounds, Intonation & Rhythm

Basic Language Skills

Learning: Comprehending the Meaning and Sense

Subjects, Experiences, Persons and Places

Learning with Interaction, Review, Feedback  
Improvement

Learning & Silent Reading:  
Techniques on Scanning and Skimming for Comprehension)

Text Kinds (Structure and Organisation)

Sentence Rearrangement (Written and Oral)

Professional Writing

Sample Cover Letters

Application and C.V. Writing

Job Application and C.V. Writing

Execution and Debate

Position, Posture, Gesture, Eye Contact, Space

& Interaction

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Attending the Interview

1. Questions During Interview

2. Speaking Skills

3. Writing Skills

4. Oral Writing Skills

5. Seminar Presentation

6. Discussion and Interview

7. 10 Year Question Paper Solution, and Revision