

GOVT. POLYTECHNIC, GAJAPATI

LESSON PLAN for COMMUNICATIVE ENGLISH (TH1A)

Discipline Civil & Mechanical Engineering		2nd Semester (COMMON)	Name Of The Faculty: K. Satyanarayan Achary (Lect. In English)
Subject : Communicative English (Theory)		No of Class Days (of 55 Mins. each) allotted per week (4 Nos)	Session 2021-2022 2nd Semester Classes from 14/03/2022 to 18/06/2022
Month	Week	Class days	Theory Topic
March	1st	1st	Introductio to Communicative English and the Basic Skills of LSRW
		2nd	Literature Appreciation: "To My True Friend" (Poem by Elizabeth Pinard) Part 1
		3rd	Literature Appreciation: "To My True Friend" - Part 2 with Q&A Solution
		4th	Vocabulary - One Word Substitution
	2nd	1st	Writing Skills : Paragraph Writing (Features, Elements and Development)
		2nd	Paragraph Writing Skill: Exapansion and Development of Ideas into Paragraph
		3rd	Literature Appreciation: "Standing Up for Yourself" - prose by Yevgeny Yevtushenko
		4th	Literature Appreciation: "Standing Up for Yourself"- Part 2
	3rd	1st	Literature Appreciation: "Standing Up for Yourself"- Part 3 wih Q&A Solution
		2nd	Application of English Grammar: Tense and Aspects
		3rd	Application of English Grammar: Tense and Aspects - Part 2
		4th	Vocabulary Drilling - Synonyms and Antonyms
	4th	1st	Elements of Communication: Meaning , definition and features of Communication
		2nd	Elements of Communication: Process and Factors of Communication (with Model)
		3rd	Writing Skills: Reporting an Event Part 1
		4th	Writing Skills: Reporting an Event Part 2

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

	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
June	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
	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
Extr.	15th	1st	Preparing for the Exam: Revision and Drilling
		2nd	
		3rd	Preparing for the Exam: Previous Year QP Discussion & Solution
		4th	

Commencement of Classes- 15/03/2022

Closing of Attendance - 18/06/2022

Internal Assessment Exam (of 20 Marks) - 2nd Week of May (Tentatively)

Unit/ Monthly Tests (Ideally) to be held once a Month

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Discipline CIVIL Engineering		2nd Semester (COMMON)	Name Of The Faculty: K. Satyanarayan Achary (Lect. In Eng
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		4th	Vocabulary Drilling - Synonyms and Antonyms
April	4th	1st	Elements of Communication: Meaning , definition and feature:
		2nd	Elements of Communication: Process and Factors of Communi
		3rd	Writing Skills: Reporting an Event Part 1
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12th	1st	Types of Non-Verbal Communication: Proxemics or the Langua	
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June	13th	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
	14th	1st	Writing Skill:Job Application Writing with CV- Part 1
		2nd	Writing Skill:Job Application Writing with CV- Part 2
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Commencement of Classes- 15/03/2022

Closing of Attendance - 18/06/2022

Internal Assessment Exam (of 20 Marks) - 2nd Week of May (Tentatively)

Unit/ Monthly Tests (Ideally) to be held once a Month

Revision and Mock Tests (to be dealt with during Extra Classes)

One Assignment for each Month (Based on the Content Covered)

Sessional (50 Marks) to be evaluated based on % of Attendance, Classroom Involvement, A Activity Report and Monthly Tests Performance (Both Theory and Lab Classes)- Subject to Alter

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LESSON PLAN for COMMUNICATIVE ENGLISH (PRA)

Discipline Civil & Mechanical Engineering		2nd Semester (COMMON)	Name Of The Faculty: K. Satyanarayan Achary (Lect. In English)
Subject : Communicative English (Lab)		No of Class Days (of 01 hr and 50 Mins. each) allotted per week (2 Nos)	Session 2021- 2022 2nd Semester Classes from 14/03/2022 to 18/06/2022
Month	Week	Class days	Practical Topic
March	1st	1st	Introduction to the Language Lab: Explaining the LSRW and the Language Acquiring Techniques
		2nd	Introducing the Language Learning Tools used in the Lab
	2nd	1st	Understanding the Basic Language Skills: Words & Sounds, Intonation & Rhythm
		2nd	Practise and Revision on Basic Language Skills
	3rd	1st	Listening Exercise: Movie Show, Audio Listening: Comprehending the Meaning and Sense
		2nd	Speaking Exercise: Narration of Events, objects, Experiences, Persons and Places
April	4th	1st	More Practise on Listening and Speaking Skill with Interaction, Review, Feedback and Necessary Improvement
		2nd	Exercise on Loud Reading & Silent Reading: Breath Control, Sound Emphasis & Voice Control (Focus on Scanning and Skimming for Comprehension)
	5th	1st	Writing Skill Practise: Sentence: Types and Kinds (Structure and Organisation)
		2nd	Practise Exercise: Sentence Formation and Sentence Rearrangement (Written and Oral)

	6th	1st	Fundamentals of Professional Writing
		2nd	Professional Writing: Sample Cover Letters
	7th	1st	Professional Writing: Job Application and C.V. Writing
		2nd	Exercise on Professional Writing: Job Application and C.V. Writing
May	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_
	10th	1st	Tips on Preparing for and Attending the Interview
		2nd	Discussing the Frequently Asked Questions During Interview
	11th	1st	Attending Interview
		2nd	Revision: Listening and Speaking Skills
June	12th	1st	Revision: Reading and Writing Skills
		2nd	Revision: Professional Writing Skills
	13th	1st	Paper Reading and Seminar Presentation
		2nd	End Term Group Discussion and Interview

14th	1st	Preparing for the Semester Examination, Previous Year Question Paper Solution, and Revision
	2nd	Preparing for the Semester Examination, Previous Year Question Paper Solution, and Revision

Commencement of Classes- 15/03/2022

Closing of Attendance - 18/06/2022

Lab Assignments (Preferably Two for a Semester)

Sessional (50 Marks) to be evaluated based on % of Attendance, Classroom Involvement, Assignments, Activity Report and Monthly Tests Performance (Includes both Theory and Lab Classes) - Subject to Alteration



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April	4th	1st	More Practise on Listening and Speaking Skill with Introduction and Necessary Improvements
		2nd	Exercise on Loud Reading & Silent Reading, Breath Control, Sound Emphasis & Voice Control (Focus on Pronunciation)
	5th	1st	Writing Skill Practise: Sentence: Types and Kinds (Simple, Compound, Complex)
		2nd	Practise Exercise: Sentence Formation and Sentence Revision
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