

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

Discipline Electrical & E&TC Engineering		1ST Semester (COMMON)	Name Of The Faculty: K. Satyanarayan Achary (Lect. In English)
Subject : Communicative English (Theory)		No of Class Days (of 55 Mins. each) alloted per week (4 Nos)	Session 2021-2022 1st Semester Classes from 25/10/2022 - 31/01/2023
Month	Week	Class days	Theory Topic
October	1st	1st	A Broad Introductio to the Syllabus of Communicative English, Contetnt, Purpose, Pattern of Examination and Evaluation.
		2nd	Introduction to the Basic Skills of Language Learning: LSRW
		3rd	Literature Appreciation: "To My True Friend" (Poem by Elizabeth Pinard) Part 1
		4th	Literature Appreciation: "To My True Friend" - Part 2 with Q&A Solution
Nov.	2nd	1st	Application of English Grammar: Tense and Aspects
		2nd	Application of English Grammar: Tense and Aspects - Part 2
		3rd	Writing Skills : Paragraph Writing (Features, Elements and Development)
		4th	Paragraph Writing Skill: Exapansion and Development of Ideas into Paragraph
	3rd	1st	Elements of Communication: Meaning , definition and features of Communication
		2nd	Elements of Communication: Process and Factors of Communication (with Model)
		3rd	Literature Appreciation: "Standing Up for Yourself"- Prose by Y. Yevtushenko
		4th	Literature Appreciation: "Standing Up for Yourself"- Unit ii
	4th	1st	Literature Appreciation: "Standing Up for Yourself"- Unit iii
		2nd	Literature Appreciation: "Standing Up for Yourself"- Unit iv wih Q&A Solution
		3rd	Writing Skills: Reporting an Event Part 1
		4th	Writing Skills: Reporting an Event Part 2
	5th	1st	Application of English Grammar: Tense and Aspects - Part 3
		2nd	Application of English Grammar: Tense and Aspects - Part 4
		3rd	Elements of Communication: Meaning and Types of Professional Communication
		4th	Meanings and Features of Upward, Downward and Parallel Communication - Part 1
Dec.	6th	1st	Meanings and Features of Upward, Downward and Parallel Communication - Part 2
		2nd	Meanings and Features Informal or Grapevine Communication
		3rd	Vocabulary: Antonyms and Synonyms
		4th	Vocabulary - Same Words used in Different Situations
	7th	1st	Writing Skill: Notice and Agenda Writing (Format and Organisation)
		2nd	Writing Skill: Working with Notice and Agenda Writing - Part 2
		3rd	Application of English Grammar: Voice Change - Part 1
		4th	Application of English Grammar: Voice Change - Part 2
	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	Elements of Communication: Meaning of Non-Verbal Communication and its Areas
		2nd	Types of Non-Verbal Communication: Kinesics or Body Language
		3rd	Types of Non-Verbal Communication: Proxemics or the Language of Space
		4th	Types of Non-Verbal Communication: Audio-Visual Communication

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Subject : Communicative English (Theory)		No of Class Days (of 55 Mins. each) alloted per week (4 Nos)	Session 2021-2022 1st Semester Classes from 25/10/2022 - 31/01/2023	
Month	Week	Class days	Theory Topic	
Jan.	10th	1st	Application of English Grammar: Sub- Verb Agreement - Part 1	
		2nd	Application of English Grammar: Sub- Verb Agreement - Part 2	
		3rd	Writing Skill: Job Application Writing with CV- Part 1	
		4th	Writing Skill: Job Application Writing with CV- Part 2	
	11th	1st	Literature Appreciation: "To My Inchcape Rock" - Poem by Robert Soutehy	
		2nd	Literature Appreciation: "To My Inchcape Rock" - Part 2 with Q&A Solution	
		3rd	Writing Skill: Formal Letter Writing (Application to the Principal/ HOD/Librarian)	
		4th	Writing Skill: Formal Letter Writing - Part 2	
	12th	1st	Application of English Grammar: Countables and Uncountables	
		2nd	Application of English Grammar: Articles and Determiners	
		3rd	Unseen Paragraph: Note Making and Summarizing	
		4th	Unseen Paragraph: Note Making and Summarizing- Part ii	
	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	Writing Skill: Personal Letter Writing - Part 1	
		2nd	Writing Skill: Personal Letter Writing - Part 2	
		3rd	Vocabulary - One Word Substitution	
		4th	Vocabulary Discussion: Sentence Formation	
	15th	1st	Preparing for the Exam: Revision and Drilling	
		2nd		
		3rd	Preparing for the Exam: Previous Year QP Discussion & Solution	
		4th		

Literature- 12 + 2 = 14	20	_6	
Vocabulary- 4	5	_1	
Grammar - 12	8		4
Writing Skills- 14	15	_1	
Communication- 10	12	_2	
Introduction - 2			
Extra - 4			
Total - 60 Periods	_10	+4	_6

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

Month	Week	Class days	Practical Topic	
Discipline Electrical & E&TC Engineering		1st 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 1st Semester Classes from 25/10/2022 to 31/01/2023	
October	1st	1st	Introduction to the Language Lab: Explaining the LSRW, the basic skills of Language Learning.	
		2nd	Listening Skills and its types (Meaning, importance, process and the types of listening exercise)	
Nov.	2nd	1st	Phonetics: Sound, its origin and classification	
		2nd	Phonetics: Vowels, Consonants and Diphthongs, Voiced and Voiceless sound.	
	3rd	1st	Experiment/ Activity 1: Reading Comprehension (based on Listening Skills) (Understanding the sense of the words, sentence and the paragraph, and working with the words)	
		2nd	Experiment/ Activity 1: Reading Comprehension (based on Listening Skills) (Understanding the sense of the words, sentence and the paragraph, and working with the words)	
	4th	1st	Speaking Skills: Understanding the syllables and their classification and stress pattern.	
		2nd	Speaking Skills: Understanding and practising the right stress and intonation pattern in a sentence.	
	5th	1st	Speaking Skills: Frequently used Phrases and Sentence openers.	
		2nd	Experiment/ Activity 2: (based on Speaking and Reading Skills) Reading aloud of dialogues, texts, poems and speeches focusing on stress and intonation.	
	Dec.	6th	1st	Experiment/ Activity 2: (based on Speaking and Reading Skills) Reading aloud of dialogues, texts, poems and speeches focusing on stress and intonation.
			2nd	Experiment/ Activity 3: (based on Speaking and Reading Skills) Self Introduction
7th		1st	Experiment/ Activity 4: (based on Speaking and Reading Skills) Role Play/ Telephonic Conversation	
		2nd	Experiment/ Activity 5: (Viva Voce test based on Speaking and Reading Skills)	
8th		1st	Personality Development (Meaning, determinants, traits and aspects; Grooming for men and women: dos and don'ts)	
		2nd	Experiment 6: Personality Development (Viva-Voce)	
9th		1st	Intrapersonal Skills: Meaning and Aspects; and Tips for improving Communication Skills (Dos and Don'ts)	
		2nd	Experiment/ Activity 7: Viva- voce test on Intrapersonal Skill	
Jan.	10th	1st	Facing Interviews: Meaning, Types and Tips for a good interview.	
		2nd	Facing Interviews: Frequently Asked Questions (FAQs)	
	11th	1st	Experiment/ Activity 8: Facing Mock Interview	
		2nd	Presenting in GD, Seminar and Conferences: Tips and Strategies for Public Speaking and Successful presentation. a good presentation.	
	12th	1st	Group Discussion: Meaning, Aspects and Techniques for an effective Group Discussion.	

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LESSON PLAN for COMMUNICATIVE ENGLISH (PRA)

Discipline Electrical & E&TC Engineering		1st 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 1st Semester Classes from 25/10/2022 to 31/01/2023
Month	Week	Class days	Practical Topic
		2nd	Group Discussion: Body language, Dos and Don'ts in Group Discussion.
	13th	1st	Experiment/ Activity 9: Group Disucssion on selected topics.
		2nd	Seminar and Conferences: Meaning, Objectives and Tips for Presentation.
		Additional	Experiment/ Activity 10: Viva Voce Questions on Seminar and Conference Presentation.

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: Sa
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

Jan.

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

Reading: Comprehending the Meaning and Sense

Subjects, Experiences, Persons and Places

Skill with Interaction, Review, Feedback
Improvement

Reading & Silent Reading:
(Focus on Scanning and Skimming for Comprehension)

Paragraph 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

Introduction and Debate
Appearance, Posture, Gesture, Eye Contact, Space
Listening & Interaction
–
Attending the Interview
Questions During Interview
–
Oral Speaking Skills
Oral Writing Skills
–
Formal Writing Skills
Oral Presentation
–
–
Session and Interview
10 Year Question Paper Solution, and Revision