

## LESSON PLAN

Discipline / All Branches	Semester- 1st & 2nd	Name of the teaching faculty:- Miss Rasmita Kalasi, Lecturer in English
Subject:- Communicative English	No. of days/per week- 04	Semester from date : 16.08.19 to 30.11.2019 No. of weeks :- 14 (excluding puja vacation)
Week	Class day	Theory
1st	1st	<b>Unit :1 Literature Appreciation (1) Reading comprehension -</b> Skimming the gist Scanning for the necessary information
	2nd	Close reading for inference and evaluation main idea and supporting points
	3rd	Guessing the meaning of unfamiliar words Note making Summarizing
	4th	Supplying suitable title Revision
2nd	1st	<b>Text</b> - Standing of for your self by Yevgeny yevtushenko(prose)
	2nd	-do- Question&Answer Discussion
	3rd	The magic of term work (prose) by sam pitroda
	4th	-do-
3rd	1st	Question & Answer discussion
	2nd	Inchcape Rock by Rebert Southey(Poetry)
	3rd	Question & Answer discussion
	4th	To my true friend by Elizabeth pinard (poetry) Question&Answer discussion
4th	1st	<b>Unit-2 Vocabulary</b> -Use of synonyms antonyms
	2nd	Same word used in different situations in different meaning
	3rd	Single word substitute
	4th	Revision
5th	1st	<b>Unit-3 Application of English Grammar</b> Countable and uncountable Noun
	2nd	Article and Determiners
	3rd	-do-

	4th	Tenses
6th	1st	-do-
	2nd	Revision
	3rd	Voice change
	4th	-do-
7th	1st	Subject-verb Agreement
	2nd	-do-
	3rd	<b>Unit-4 Formal writing skills</b> (i) Paragraph writing
	4th	Topic Statement, supporting points and plot compatibility
8th	1st	Developing ideas into paragraphs (Describing place/person/object/situation and any general topic of interest)
	2nd	Notice
	3rd	Agenda
	4th	Report writing (Format of a report)
9th	1st	Reporting an event/news
	2nd	Writing personal letter
	3rd	Letter to the principal, Librarian, Head of the Dept. and Hostel superintendent
	4th	-do-
10th	1st	Writing Business letter -Layout of a Business letter
	2nd	Letter of Enquiry, placing an order Execution of an order, complaint, Cancellation of an order (features, format and example.)
	3rd	-do-
	4th	-do-
11th	1st	Job application and C.V.(features, format and example.)
	2nd	-do-
	3rd	<b>Unit-V- Elements of communication</b> (A. introduction to communication) meaning, definition and concept of communication

	4th	Good communication and bad communication, communication model-one way and two way
12th	1st	Communication model with examples
	2nd	Process of communication and factors responsible for it . sender,message,channel/audience, feedback,noise,context
	3rd	-do-
	4th	-do-
13th	1st	B. professional communication 1.meaning of professional communication 2.type of professional communication
	2nd	-do-
	3rd	Formal or systematic communication .upward communication(how it takes place,symbol,merits and demerits).downward communication(How it takes place, symbol,merits and demerits)
	4th	-do-
14th	1st	-do-
	2nd	Parallel communication(how it takes place, symbol,meritsand demerits)
	3rd	Informal communication - Grapevine communication (how it takes place,symbol,meritsand demerits)
	4th	-do-
15th	1st	C. Non-verbal communication 1.Meaning of non-verbal communication
	2nd	Different areas of non-verbal communication
	2nd	Kinesics or body language(posture,gester, facial expression and eye contact)-proxemics or spatial language(private space,person space,social space,public space)
	4th	Language of signs and symbols(audio sign and visual sign in everyday life with merits and demerits)