



# **ACADEMIC PLAN**

**DEPARTMENT: MATHEMATICS AND SCIENCE,**

**BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK**

**ACADEMIC SESSION:-2022-23**

**SEMESTER: - 2<sup>nd</sup> SEM**

**SUBJECT: - COMMUNICATIVE ENGLISH**

**SECTION: - C      BRANCH: - CIVIL**

**Prepared by:**

***DIPTEEMAYEE PRADHAN***

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| <b>Discipline:<br/>(CIVIL)<br/>C</b>          | <b>Semester: 2<sup>nd</sup><br/>Semester</b>                                     | <b>Name of the Teaching Faculty:<br/><br/>Dipteemayee Pradhan</b>   |
| <b>Subject:<br/>Communicative<br/>English</b> | <b>No. of Days/<br/>per week class<br/>allotted:<br/>2 Days<br/>(FRI, THURS)</b> | <b>Semester From: - Date: 20/ 03 / 2023 to 27/ 06/2023<br/><br/>No of Weeks: - 14</b>   |
| <b>Week</b>                                   | <b>Class days &amp; Dates</b>  | <b>Theory Topics</b>  |
| 1   | 23.03. 23<br>24.03.23  | <b>UNIT- I LITERATURE APPRICIATION</b><br><br><ul style="list-style-type: none"> <li>Inchcape Rock By Robert Southey</li> <li>Question &amp; answer</li> </ul>  |
| 2   | 31.03.23   | <b>Unit-III APPLICATION OF ENGLISH GRAMMAR</b><br><br><ul style="list-style-type: none"> <li>Countable an Uncountable Noun</li> </ul>   |
| 3   | 06.04.23   | <b>Unit-III APPLICATION OF ENGLISH GRAMMAR</b><br><br><ul style="list-style-type: none"> <li>Articles and Determiners, Modal Verbs</li> </ul>   |
| 4   | 13.04.23   | <b>Unit-III APPLICATION OF ENGLISH GRAMMAR</b><br><br>Tenses, Voice-change  |
| 5   | 20 04.23<br>21.04.23   | <b>Unit-III APPLICATION OF ENGLISH GRAMMAR</b><br><br><ul style="list-style-type: none"> <li>Subject-verb Agreement</li> <li>CLASS TEST</li> </ul>  |
| 6   | 27.04.23<br>28.04.23   | <b>UNIT-IV FORMAL WRITING SKILLS</b><br><ul style="list-style-type: none"> <li>Writing personal letter</li> <li>Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent</li> <li>Sample letters</li> <li>Writing Business letters</li> </ul> |
| 7   | 04.05.23   | <b>UNIT-IV FORMAL WRITING SKILLS</b><br><ul style="list-style-type: none"> <li>Layout of a Business Letter</li> <li>Letter of Enquiry, Placing an Order, Execution of an Order,</li> </ul>  |
| 8   | 11.05.23<br>12.05.23   | <b>UNIT-IV FORMAL WRITING SKILLS</b><br><ul style="list-style-type: none"> <li>Complaint, Cancellation of an order(Features, Format and example)</li> <li>Job application and C.V.(Features, Format and example)</li> </ul>   |
| 9   | 18.05.23   | <b>UNIT-V ELEMENTS OF COMMUNICATION</b><br><b>B. Professional Communication</b><br><ul style="list-style-type: none"> <li>Meaning of professional communication ,Types of professional communication</li> </ul>   |
| 10  | 25.05.23   | <b>UNIT-V ELEMENTS OF COMMUNICATION</b><br><b>B. Professional Communication</b><br><b>Formal or Systematic Communication</b>  |

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|    | 26.05.23                 | <ul style="list-style-type: none"> <li>Upward communication (How it takes place, symbol, merits and demerits)</li> </ul> <p>Down-ward communication (How it takes place, symbol, merits and demerits)</p> <p><b>CLASS TEST</b></p>   |
| 11 | 01.06.23<br><br>02.06.23 | <p><b>UNIT-V ELEMENTS OF COMMUNICATION</b></p> <p><b>B. Professional Communication</b></p> <p><b>Formal or Systematic Communication</b></p> <ul style="list-style-type: none"> <li>Parallel communication (How it takes place, symbol, merits and demerits)</li> </ul> <p><b>Informal communication</b></p> <ul style="list-style-type: none"> <li>Grape vine communication (How it takes place, symbol, merits and demerits)</li> </ul> |
| 12 | 08.06.23<br><br>09.06.23 | <p><b>UNIT-V ELEMENTS OF COMMUNICATION</b></p> <p><b>D. Non- Verbal Communication</b></p> <ul style="list-style-type: none"> <li>Meaning of nonverbal Communication</li> <li>Different areas of Non-verbal Communication</li> <li>Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)</li> </ul>  |
| 13 | 16.06.23                 | <p><b>UNIT-V ELEMENTS OF COMMUNICATION</b></p> <p><b>D. Non- Verbal Communication</b></p> <ul style="list-style-type: none"> <li>Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)</li> </ul> <p>Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)</p>   |
| 14 | 22.06.23<br><br>23.06.23 | <p><b>REVISION</b></p> <p><b>QUIZ TEST</b></p>   |