



LESSON PLAN

DEPARTMENT: MATHEMATICS AND SCIENCE

BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK

ACADEMIC SESSION:-2022-23

SEMESTER: 2ND SEM

SUBJECT - COMMUNICATIVE ENGLISH

SECTION: F BRANCH: MECHANICAL

Prepared by:

SRI SAMIR KUMAR BEHERA

Discipline: (MECHANICAL- F)	Semester: 2ND Semester	Name of the Teaching Faculty: SRI SAMIR KUMAR BEHERA
Subject: Communicative English	No. of Days/ per week class allotted: 2 Days (WED, FRI)	Semester From: - Date: 20/ 03 / 2023 to 27/ 06/2023 No of Weeks: - 14
Week	Class days & Dates	Theory Topics
1	22.03.23 24.03.23	UNIT- I LITERATURE APPRICIATION Inchcape Rock By Robert Southey <i>Question & answer</i>
2	29.03.23 31.03.23	Unit-III APPLICATION OF ENGLISH GRAMMAR • Countable an Uncountable Noun • Articles and Determiners
3	05..04.23	Unit-III APPLICATION OF ENGLISH GRAMMAR • Modal Verbs
4	12.04.23	Unit-III APPLICATION OF ENGLISH GRAMMAR • Tenses • Voice-change
5	19.04.23 21.04.23	• CLASS TEST-1 Subject-verb Agreement
6	26.04.23 28.04.23	UNIT-IV FORMAL WRITING SKILLS Writing personal letter Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent
7	03.05.23	UNIT-IV FORMAL WRITING SKILLS Writing Business letters • Layout of a Business Letter • Letter of Enquiry, Placing an Order, Execution of an Order,
8	10.05.23 12.05.23	UNIT-IV FORMAL WRITING SKILLS Complaint, Cancellation of an order(Features, Format and example),Job application and C.V.(Features, Format and example) CLASS TEST-2

9	17.05.23	UNIT-V ELEMENTS OF COMMUNICATION B. Professional Communication Meaning of professional communication Types of professional communication
10	24.05.23 26.05.23	UNIT-V ELEMENTS OF COMMUNICATION B. Professional Communication Formal or Systematic Communication <ul style="list-style-type: none"> Upward communication (How it takes place, symbol, merits and demerits) Down-ward communication (How it takes place, symbol, merits and demerits)
11	31.05.23 02.06.23	UNIT-V ELEMENTS OF COMMUNICATION B. Professional Communication Formal or Systematic Communication <ul style="list-style-type: none"> Parallel communication (How it takes place, symbol, merits and demerits) Informal communication Grape vine communication (How it takes place, symbol, merits and demerits)
12	07.06.23 09.06.23	UNIT-V ELEMENTS OF COMMUNICATION D. Non- Verbal Communication 1. Meaning of nonverbal Communication 2. Different areas of Non-verbal Communication <ul style="list-style-type: none"> Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
13	16.06.23	UNIT-V ELEMENTS OF COMMUNICATION D. Non- Verbal Communication <ul style="list-style-type: none"> Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space) Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)
14	21.06.23 23.06.23	REVISION QUIZ TEST