



GOVERNMENT POLYTECHNIC, DEOGARH

LESSON PLAN

SESSION-2023-24

Discipline: Mathematics and science	Semester: 2nd	Name of the Teaching Faculty: Magan Chhatra
Subject: Communicative English	No. of Days/per week class allotted: 4	Semester From Date: 29/01/2024 To Date: 14/05/2024 No. of Weeks: 15
Week	Class Day	Theory/Practical Topics
1st	01	Skimming the gist
	02	Scanning for necessary information
	03	Close reading for inference and evaluation
	04	Main idea and supporting points
2nd	01	Guessing the meaning of unfamiliar words
	02	Guessing the meaning of unfamiliar words
	03	Note making
	04	Note making
3rd	01	Summarizing
	02	Summarizing
	03	Supplying a suitable title
	04	Standing up for yourself by Yevgeny Yevtushenko
4th	01	Standing up for yourself by Yevgeny Yevtushenko
	02	The Magic of Teamwork by Sam Pitroda
	03	The Magic of Teamwork by Sam Pitroda
	04	The Magic of Teamwork by Sam Pitroda
5th	01	The Inchcape Rock by Robert Southey
	02	The Inchcape Rock by Robert Southey
	03	To my true Friend by Elizabeth Pinard
	04	To my true Friend by Elizabeth Pinard
6th	01	Synonyms
	02	Antonyms
	03	Same word used indifferent situations indifferent meaning
	04	Single Word Substitute
7th	01	Single Word Substitute
	02	Countable and uncountable noun
	03	Articles and Determiners
	04	Modal verbs
8th	01	Tenses
	02	Tenses
	03	Tenses
	04	Voice Change
9th	01	Subject - verb Agreement
	02	Paragraph writing: meaning and features of paragraph writing
	03	Paragraph writing: developing ideas into paragraphs
	04	Notice
10th	01	Agenda
	02	Agenda
	03	Report writing: format of a report, Reporting an event
	04	Report writing: Reporting News

11th	01	Writing personal letter
	02	Letter to the Principal and Librarian
	03	Letter to the Head of the Department and Hostel Superintendent
	04	Business letters: Layout of a Business letter, letter of inquiry, placing an order
12th	01	Business letters: execution of an order, Complaint, Cancellation of an Order (features, format and example)
	02	Job application and C.V.
	03	Job application and C.V.
	04	Job application and C.V.
13th	01	Meaning, Definition and concept of Communication
	02	Good Communication and Bad Communication
	03	Communication model: one way Communication model and two-way Communication model with examples
	04	Process of communication and factors responsible for it. Sender, Message, channel, receiver,/Audience, feedback, Noise, context.
14th	01	Meaning of professional Communication, Types of professional communication: formal Communication: upward Communication(How it takes place, symbol, merit and demerits)
	02	Downward Communication (How it takes place, symbol, merits and Demerits)
	03	Parallel Communication (How it takes place, symbol, merits and demerits)
	04	Informal Communication: Grapevine Communication (How it takes place, symbol, merits and Demerits)
15th	01	Meaning of Nonverbal Communication, Different areas of Nonverbal Communication.
	02	Kinesics or body language (Posture and gesture, facial expression and eye contact)
	03	Proxemics or Spatial language (private space, personal space, social space and public space)
	04	Language of Signs and symbols (Audio sign and visual sign in everyday life with merits and demerits)