

Lesson Plan			
Discipline: CIVIL, MECHANICAL		Semester- 2nd Summer 2023	Name of the Teaching Faculty: Sri Anupam Nayak
		No. Of Days/Weekl y class alloted:04	Semester From date: 20 March 2023 To date:27 June 2023 No of weeks: 14
Subject- Communicative English			
Sl. No.	Weeks/Month s	Class Day	Topic
1	4TH WEEK OF MARCH	DAY 1	Nouns, Countable and Uncountable nouns, their differences and how to identify them.
		DAY 2	Tenses, past present and future sentence structures, Modals
		DAY 3	Uses of Auxiliary verbs and Modals , Determiners - types and uses
		DAY 4	Subject-verb Agreement, Active and Passive Voice
2	1ST WEEK OF APRIL	DAY 1	Revision- Applications of English Grammar UNIT-III
		DAY 2	Elements of Communication, Effective and Ineffective Communication, different communication models
		DAY 3	The process of Communication, different stages of the process and the factors responsible for communication
		DAY 4	Filters/Barriers to the process of communication and their types.
3	2ND WEEK OF OF APRIL	DAY 1	Professional Communication and their types
		DAY 2	Advantages and Disadvantages of different types of Professional communication.
		DAY 3	Horizontal and Grapevine Communication and their advantages and disadvantages
		DAY 4	Non-Verbal Communication, Postures and Gestures
4	3RD WEEK OF APRIL	DAY 1	Facial Expressions, Eye comntact, Proxemics
		DAY 2	Use of Space to communicate, Language of Auditory and Visual Signs and Symbols, Their Advantages and Disadvantages
		DAY 3	Revision- Elements of Communication UNIT-V
		DAY 4	Vocabulary- Synonyms and Antonyms
5	4TH WEEK OF APRIL	DAY 1	Single Word Substitutions, Same word used differently
		DAY 2	Single Word Substitutions, Same word used differently
		DAY 3	Same word Used differently , Revision - Vocabulary UNIT-II
		DAY 4	Formal Writing Skills, Notice, Agenda Format , uses and examples
6	1ST WEEK OF MAY	DAY 1	Report- Format, Information and examples
		DAY 2	Personal Letter, Official Letters, Application Format , uses and examples
		DAY 3	Business Letters- Letter of Enquiry, Letter placing an Order Format , Uses and examples
		DAY 4	Letter of Complaint, Letter of Cancellation, Format, contents, Use and examples
7	2ND WEEK OF MAY	DAY 1	Revision- Fromal writing Skills
		DAY 2	Letters of replacement , exchange and payment

7	2ND WEEK OF MAY	DAY 3	Letters of replacements, exchange and payments
		DAY 4	Letters of executing an order, service and repair.
8	3RD WEEK OF MAY	DAY 1	Letters of Executuion of orders, service and repair.
		DAY 2	CV, Resume and Bio-data differences and similarities
		DAY 3	Cover letter/ Job application format and examples.
		DAY 4	CV / resume format and examples.
9	4TH WEEK OF MAY	DAY 1	Inchcape Rock
		DAY 2	Inchcape Rock
		DAY 3	To My True Friend
		DAY 4	Standing Up for Yourself
10	5TH WEEK OF MAY + 1ST WEEK OF JUNE	DAY 1	Standing Up for Yourself
		DAY 2	Magic of Teamweork
		DAY 3	Magic of Teamwork
		DAY 4	Magic of Teamwork
11	2ND WEEK OF JUNE	DAY 1	Reading Comprehension skimming and scanning
		DAY 2	Reading Comprehension Close reading and evaluation, Main and supporting Ideas
		DAY 3	Reading Comprehension , Guessing meaning of unfamiliar words , Title for the passage
		DAY 4	Note Making, Summarizing
12	3RD WEEK OF JUNE	DAY 1	Paragraph Writing
		DAY 2	Paragraph Writing
		DAY 3	Paragraph Writing
		DAY 4	Grammar Review
13	4TH WEEK OF JUNE	DAY 1	Vocabulary Review
		DAY 2	Vocabulary Review
		DAY 3	Formal Writing Skill Review
		DAY 4	Formal Writing Skill Review
14	5TH WEEK OF JUNE	DAY 1	Elements of Communication Review
		DAY 2	Elements of Communication Review
		DAY 3	Literature Appreciation Discussion and Review
		DAY 4	Literature Appreciation Discussion and Review