



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY
SERGARH-756060, BALASORE (ODISHA)
(Approved by AICTE& affiliated to SCTE&VT, Odisha)



LESSON PLAN

SUBJECT: TH-1a.(COMMUNICATIVE ENGLISH)

CHAPTERWISE DISTRIBUTION OF PERIODS

SLNO	NAME OF THE CHAPTER AS PER SYLLABUS	NO OF SYLLABUS AS PER SYLLABUS	NO OF PERIODS ACTUALLY NEEDED
1	LITERATURE APPRECIATION	20	20
2	VOCABULARY	5	5
3	APPLICATION OF GRAMMAR	8	8
4	FORMAL WRITING SKILLS	15	15
5	ELEMENTS OF COMMUNICATION	12	12
	1.INTRODUCTION TO COMMUNICATION		
	2.PROFESSIONAL COMMUNICATION		
	3.NON VERBAL COMMUNICATION		
	TOTAL	60	60

DISCIPLINE: CIVI/MECH/ AUTO	SEMESTER: 2ND	NAME OF THE TEACHING FACULTY:-MISS ARPITA BEHERA
		SESSION : 2023-24 EXAMINATION : 2024 (S)
Week	Class Day	Theory / Practical Topics
1 st	1 st	UNIT:I Reading comprehension: Skimming the gist
	2 nd	Scanning for necessary information
	3 rd	Main idea and supporting points
	4 th	Guessing the meaning of un-familiar words
2 nd	1 st	Note- making
	2 nd	Note- making
	3 rd	Supplying a suitable title
	4 th	Summarizing
3 rd	1 st	Summarizing
	2 nd	TEXT :Standing Up For Yourself By Yevgeny Yevtushenko
	3 rd	Standing Up For Yourself By Yevgeny Yevtushenko
	4 th	The Magic Of Teamwork By Sam Pitroda
4 th	1 st	The Magic Of Teamwork By Sam Pitroda
	2 nd	The Magic Of Teamwork By Sam Pitroda
	3 rd	Inchcape Rock By Robert Southey
	4 th	Inchcape Rock By Robert Southey
5 th	1 st	Inchcape Rock By Robert Southey
	2 nd	To My True Friend By Elizabeth Pinard
	3 rd	To My True Friend By Elizabeth Pinard
	4 th	To My True Friend By Elizabeth Pinard

6 th	1 st	UNIT II: VOCABULARY -- Use of synonyms
	2 nd	Use of synonyms, antonyms
	3 rd	Same word used in different situations in different meaning
	4 th	Single word substitute
7 th	1 st	Single word substitute
	2 nd	Unit-III APPLICATION OF ENGLISH GRAMMAR Countable an Uncountable Noun
	3 rd	Articles and Determiners
	4 th	Modal Verbs
8 th	1 st	Tenses
	2 nd	Tenses
	3 rd	Tenses
	4 th	Voice-change
9 th	1 st	Subject-verb Agreement
	2 nd	UNIT-IV FORMAL WRITING SKILLS Paragraph writing ,Meaning
	3 rd	Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility)
	4 th	Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility)
10 th	1 st	Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)
	2 nd	Notice
	3 rd	Agenda
	4 th	Report writing (Format of a Report, Reporting an event / news)
11 th	1 st	Report writing (Format of a Report, Reporting an event / news)
	2 nd	Writing personal letter
	3 rd	Letter to the Principal, Librarian
	4 th	<i>Letter to Head of the Deptt, and Hostel Superintendent</i>

12 th	1 st	Writing Business letters
	2 nd	Layout of a Business Letter
	3 rd	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
	4 th	Job application and C.V.(Features, Format and example)
13 th	1 st	UNIT-V ELEMENTS OF COMMUNICATION A. Introduction to Communication Meaning, Definition and concept of communication 1.
	2 nd	2.Good Communication and Bad Communication
	3 rd	3.Communication model --One-way Communication Model and Two-way Communication Model with examples
	4 th	4.Process of communication and factors responsible for it Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context
14 th	1 st	4.Process of communication and factors responsible for it Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context
	2 nd	B. Professional Communication Meaning of professional communication 1.
	3 rd	2. Types of professional communication
	4 th	2.1. Formal or Systematic Communication - Upward communication (How it takes place, symbol, merits and demerits)
15 th	1 st	Down-ward communication (How it takes place, symbol, merits and demerits)
	2 nd	2.2. Informal communication -Grape vine communication (How it takes place, symbol, merits and demerits) D. Non- Verbal Communication 1. Meaning of nonverbal Communication
	3 rd	2. Different areas of Non-verbal Communication 1.Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact) 2.Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
	4 th	3.Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)