

DISCIPLINE:MATH & SCIENCE	SEMESTER:1 ST 2021-2022	NAME OF TEACHING FACULTY:MS DAMAYANTI KHAMARI,LECTURER IN ENGLISH
SUBJECT:COMMUNICATIVE ENGLISH	NO OF DAYS /WEEK CLASS ALLOTESD:60	SEMESTER FROM DATE: 25-10-2021-14-02-2022 NO OF WEEKS:16
WEEK	CLASS DAY	THEORY TOPICS
1ST	1 ST	LITERATURE APPRECIATION: SKIMMING THE GIST
	2ND	SCANNING FOR NECESSARY INFORMATION
	3RD	CLOSE READING FOR INFERENCE AND EVALUATION
	4TH	MAIN IDEA AND SUPPORTING POINTS
2ND	5TH	GUESSING THE MEANING OF UNFAMILIAR WORDS
	6TH	NOTE MAKING
	7TH	NOTE MAKING
	8TH	SUMMARIZING
3RD	9TH	SUMMARIZING
	10TH	SUPPLYING A SUITABLE TITLE
	11TH	SUPPLYING A SUITABLE TITLE
	12TH	STANDING UP FOR YOURSELF BY YEVGENY YEVTUSHENKO
4TH	13TH	STANDING UP FOR YOURSELF BY YEVGENY YEVTUSHENKO
	14TH	STANDING UP FOR YOURSELF BY YEVGENY YEVTUSHENKO
	15TH	THE MAGIC OF TEAM WORK BY SAM PITRODA
	16TH	THE MAGIC OF TEAM WORK BY SAM PITRODA
5TH	17TH	INCH CAPEROCK BY ROBERT SOUTHEY
	18TH	INCH CAPEROCK BY ROBERT SOUTHEY
	19TH	TO MY TRUE FRIEND BY ELIZABETH PINARD
	20TH	TO MY TRUE FRIEND BY ELIZABETH PINARD
6TH	21ST	USE OF SYNONYM
	22ND	USE OF ANTONYMS
	23RD	SAME WORD USED IN DIFFERENT SITUATIONS IN DIFFERENT MEANING
	24TH	SAME WORD USED IN DIFFERENT SITUATIONS IN DIFFERENT MEANING
7TH	25TH	SINGLE WORD SUBSTITUTE
	26TH	COUNTABLE AND UNCOUNTABLE NOUNS
	27TH	ARTICLES AND DETERMINERS
	28TH	MODAL VERBS
8TH	29TH	TENSES
	30TH	TENSES
	31TH	VOICE CHANGE
	32TH	VOICE CHANGE
9TH	33RD	SUBJECT-VERB AGREEMENT
	34TH	PARAGRAPH WRITING:MEANING AND FEATURES OF PARAGRAPH WRITING
	35TH	DEVELOPING IDEAS INTO PARAGRAPHS
	36TH	NOTICE

10TH	37TH	NOTICE AND AGENDA
	38TH	REPORT WRITING
	39TH	WRITING PERSONAL LETTER
	40TH	WRITING PERSONAL LETTER
11TH	41TH	LETTER TO THE PRINCIPAL AND LIBRARIAN
	42ND	LETTER TO THE HEAD OF DEPTT AND HOSTEL SUPERINTENDENT
	43RD	LAY OUT OF BUSINESS LETTER ;LETTER OF ENQUIRY
	44TH	PLACING AN ORDER LETTER, EXECUTION OF AN ORDER
12TH	45 TH	,COMPLAINT, CANCELLATION OF AN ORDER
	46TH	JOB APPLICATION AND CV
	47TH	JOB APPLICATION AND CV
	48TH	JOB APPLICATION AND CV
13TH	49TH	MEANING ,DEFINITION AND CONCEPT OF COMMUNICATION
	50TH	GOOD COMMUNICATION AND BAD COMMUNICATION
	51ST	ONE WAY COMMUNICATION MODEL AND TWO WAY COMMUNICATION MODEL WITH EXAMPLES
	52TH	PROCESS OF COMMUNICATION AND FACTORS RESPONSIBLE FOR IT; SENDER MESSAGE CHANNEL,RECEIVER/AUDIENCE,FEEDBACK NOISE, CONTEXT
14TH	53RD	MEANING OF PROFESSIONAL COMMUNICATION AND TYPES
	54TH	FORMAL OR SYSTEMATIC COMMUNICATION:UPWARD AND DOWNWARD COMMUNICATION
	55TH	PARALLEL COMMUNICATION AND INFORMAL COMMUNICATION
	56TH	MEANING OF NONVERBAL COMMUNICATION, DIFFERENT AREAS OF ANONVERBAL COMMUNICATION
15TH	57TH	KINESIC OR BODY LANGUAGE
	58TH	PROXEMICS OR PSATIAL LANGUAGE
	59TH	LANGUAGE OF SIGNS AND SYMBOLS
	60TH	LANGUAGE OF SIGNS AND SYMBOLS
16TH	61ST	REVISION
	62ND	REVISION
	63RD	REVISION
	64TH	REVISION