

# **LESSON PLAN**

**COMMUNICATIVE ENGLISH**

**1<sup>ST</sup> SEMESTER & 2<sup>ND</sup> SEMESTERS**

**(BRANCH:COMMON)**



**PREPARED BY,**

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**DEPARTMENT OF MATH & SCIENCE**

**GOVERNMENT POLYTECHNIC, BARGARH**

## GOVERNMENT POLYTECHNIC, BARGARH

### VISION

To be a reputed polytechnic institute imparting quality technical education to produce diploma engineers with dynamic personalities and innovative competencies in the state of Odisha.

### MISSION

- To offer the best and advanced lab facilities adhering to the curriculum to make future engineers.
- To engage highly qualified and competent faculties to make the student acquire the skilful knowledge required.
- To develop an excellent teaching learning environment leading to create the best institute.



## SYLLABUS

|   |         |                          |       |
|---|---------|--------------------------|-------|
| NAME OF THE COURSE: COMMUNICATIVE ENGLISH |         |                          |       |
| COURSE CODE                               | TH-1A   | SEMESTER-                | 1ST   |
| TOTAL PERIOD                              | 60      | EXAMINATION              | 3 HRS |
| THEORY PERIOD                             | 4P/WEEK | CLASS TEST               | 20    |
| MAXIMUM MARKS                             | 100     | END SEMESTER EXAMINATION | 80    |

### OBJECTIVE

- To comprehend the given passage
- To answer correctly the questions on seen and unseen passages
- To increase the vocabulary
- To apply rules of grammar for flawless writing
- To understand and use the basic concepts of communication in an organized set up and social context
- To give a positive feedback in various situation, to use appropriate body language and to avoid barrier for effective communication
- To improve writing skill

### TOPIC WISE DISTRIBUTION

| S.L. No. | Topics                          | Periods |
|----------|---------------------------------|---------|
| I        | Literature Appreciation         | 20      |
| II       | Vocabulary                      | 05      |
| III      | Application of Grammar          | 08      |
| IV       | Formal writing skills           | 15      |
| V        | Elements of communication       | 12      |
|          | • Introduction to communication |         |
|          | • Professional communication    |         |
|          | • Nonverbal communication       |         |
|          | Total                           | 60      |

### Unit-I

#### LITERATURE APPRECIATION

##### 1. Reading comprehension

Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words.  
A student should get acquainted with sub-skills of reading for the purpose of:

- Skimming the gist
- Scanning for necessary information
- Close reading for inference and evaluation
- Main idea and supporting points
- Guessing the meaning of un-familiar words
- Note- making
- Summarizing
- Supplying a suitable title

## 2. Text

The following chapter from **"Invitation to English", Book-1** for +2 students of CHSE, Odisha. **2016 reprint** to be covered in class room:

- **Standing Up For Yourself** By Yevgeny Yevtushenko
- **The Magic Of Teamwork** By Sam Pitroda
- **Inchcape Rock** By Robert Southey
- **To My True Friend** By Elizabeth Pinard

The student is to answer comprehension questions from these chapters in the end examination.

## UNIT- II

### VOCABULARY

Use of synonyms, antonyms

- Same word used in different situations in different meaning
- Single word substitute

## Unit-III

### APPLICATION OF ENGLISH GRAMMAR

- Countable and Uncountable Noun
- Articles and Determiners
- Modal Verbs
- Tenses
- Voice-change
- Subject-verb Agreement

## UNIT-IV

### FORMAL WRITING SKILLS

1. Paragraph writing
  - Meaning
  - Features of Paragraph Writing ( Topic Statement, Supporting Points and Plot Compatibility)
  - Developing Ideas into Paragraphs ( Describing Place/ Person/ Object /Situation and any general topic of interest)
2. Notice
3. Agenda
4. Report writing (Format of a Report, Reporting an event / news)
5. Writing personal letter
6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent
7. Writing Business letters
  - Layout of a Business Letter
  - Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order (Features, Format and example)
8. Job application and C.V. (Features, Format and example)



## **UNIT-V ELEMENTS OF COMMUNICATION**

### **A. Introduction to Communication**

1. Meaning, Definition and concept of communication
2. Good Communication and Bad Communication
3. Communication model
  - One-way Communication Model and Two-way Communication Model with examples
4. Process of communication and factors responsible for it
  - Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context

### **B. Professional Communication**

1. Meaning of professional communication
2. Types of professional communication
  - Formal or Systematic Communication
    - Upward communication (How it takes place, symbol, merits and demerits)
    - Down-ward communication (How it takes place, symbol, merits and demerits)
    - Parallel communication (How it takes place, symbol, merits and demerits)
  - Informal communication
    - Grape vine communication (How it takes place, symbol, merits and demerits)

### **D. Non- Verbal Communication**

1. Meaning of nonverbal Communication
2. Different areas of Non-verbal Communication
  - Kinesics or Body Language (Postures and Gestures, Facial Expression and EyeContact)
  - Proxemics or Spatial Language (Private Space, Personal Space, Social Space, PublicSpace)
  - Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with meritsand demerits)

### **Syllabus Coverage up to I.A**

1. Reading Comprehension
2. Standing Up by Yourself
3. Use of Synonyms and Antonyms
4. Notice
5. Agenda

### **Books Recommended:**

Invitation to English, Book-1, (for +2 students), CSHE (2016 reprint), Odisha  
Invitation to English, Book-2, (for +2 students), CSHE (2016 reprint), Odisha  
Invitation to English, Book-3, (for +2 students), CSHE (2016 reprint), Odisha  
Invitation to English, Book-4, (for +2 students), CSHE (2016 reprint), Odisha  
Wren and Martin High School English Grammar, Dr. NDV Prasad Rao, S. Chand Publication  
Communication Skills, Sanjay Kumar and Puspallata, Oxford University Press

## COURSE OUTCOMES

After Completion of the course the students will be able to

- CO1: COMMUNICATE & ORGANISE IDEAS AND MAKE THE CONNECTIONS
- CO2: IMPROVES THE *LSRW* SKILLS OF THE STUDENTS
- CO3: INTEGRATE WORDS IN A SENSIBLE MANNER AND ADD THE RIGHT MEANING
- CO4: COMPOSE VARIOUS TYPES OF WRITTEN DOCUMENTS IN ORDER TO CATER TO THEIR NEEDS
- CO5: IMPROVE COMMUNICATION SKILLS TO DELIVER AND UNDERSTAND INFORMATION QUICKLY AND ACCURATELY



|                               |  |   |
|-------------------------------|--|---|
| DISCIPLINE:MATH & SCIENCE     | SEMESTER:2 <sup>nd</sup> 2022-2023       | NAME OF TEACHING FACULTY:MS DAMAYANTI KHAMARI,LECTURER IN ENGLISH |
| SUBJECT:COMMUNICATIVE ENGLISH | NO OF DAYS /WEEK<br>CLASS<br>ALLOTESD:60 | SEMESTER FROM DATE: 20-03-2023-TO 27-06-2023<br>NO OF WEEKS:15    |
| WEEK                          | CLASS DAY                                | THEORY TOPICS   |
| 1ST                           | 1 <sup>ST</sup>                          | 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                | 45TH | ,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(EXTRA CLASSES) | 61ST | REVISION  |
|                     | 62ND | REVISION  |
|                     | 63RD | REVISION  |
|                     | 64TH | REVISION  |

*Dhamanti*  
 18/3/2023  
 (DAMAYANTI KHAMARI)  
 LECTURER IN ENGLISH

*Sd/-*  
 18/3/23  
 SIGN OF H.O.D  
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