

PADMASHREE KRUTARTHA ACHARYA INSTITUTE OF ENGINEERING & TECHNOLOGY, BARGARH



LESSON PLAN Session-2023-2024

Discipline: English (B.Sc. & Hum.) Engg. Semester: 1st

Subject: Communication English

Name of the Teaching Faculty: Bandita Panda

Subject: Communicative English No. of Days/per week class allotted : 04

Semester From Date : 16-08-2023 To Date : 11-12-2023

No. of Weeks : 15

Week	Class Day	Theory / Practical Topics
1st	1	Reading Comprehension : Skimming
	2	Reading Comprehension : Scanning
	3	Reading Comprehension : Close reading both inference and evaluation
	4	Reading Comprehension : Note making : Main idea & supporting point
2nd	1	Reading Comprehension : Summarizing ; supplying a suitable title
	2	Literature Appreciation : Standing Up For Yourself
	3	Literature Appreciation : Standing Up For Yourself
	4	Literature Appreciation : The Magic of Teamwork
3rd	1	Literature Appreciation : The Magic of Teamwork
	2	Literature Appreciation : The Inchcape Rock
	3	Literature Appreciation : The Inchcape Rock
	4	Literature Appreciation : To My True Friend.

Bandita Bander
Signature of the Faculty

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Week	Class Day	Theory /Practical Topics
4th	1	Literature Appreciation: To My True Friend
	2	Literature Appreciation: Summary Writing
	3	Literature Appreciation: Summary Writing
	4	Vocabulary: Antonyms & Synonyms
5th	1	Vocabulary: 1. Same word in different meaning 2. One-word substitution
	2	English Grammar: Countable and Uncountable Nouns
	3	English Grammar: Articles and Determiners
	4	English Grammar: Modal Verbs
6th	1	English Grammar: Tenses
	2	English Grammar: Voice Change
	3	English Grammar: Subject-Verb Agreement
	4	Writing skills: Paragraph Writing - 1

Bandita Paudel
Signature of the Faculty

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Week	Class Day	Theory / Practical Topics
7th	1	Writing skills: Paragraph writing - 2
	2	Writing skills: Notice
	3	Writing skills: Agenda
	4	Writing skills: Report writing
8th	1	Writing skills: Writing Personal Letters
	2	Writing skills: Official Letters
	3	Writing skills: Business Letters - 1
	4	Writing skills: Business Letters - 2
9th	1	Writing skills: Business Letters - 3
	2	Writing skills: Job Application and c.v - 1
	3	Writing skills: Job Application and c.v - 2
	4	Communication: Meaning, Definition, Concept

Bandila Panda

Signature of the Faculty

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Week	Class Day	Theory /Practical Topics
10th	1	Communication: Models and process of communication - 1
	2	Communication: Models and process of communication - 2
	3	Professional Communication: Meaning and Types
	4	Upward Communication: Meaning, Merits & Demerits
11th	1	Downward Communication: Meaning, Merits and Demerits.
	2	Parallel Communication: Meaning, Merits & Demerits
	3	Groupwise Communication: Meaning, Merits and Demerits
	4	Barriers to communication: Meaning and Types - 1
12th	1	Barriers to communication: Meaning and types - 2
	2	Overcoming Barriers to communication
	3	Non-verbal Communication: Meaning & Types
	4	Kinesics: Postures & Gestures

Banulika Pandey
Signature of the Faculty

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Week	Class Day	Theory /Practical Topics
13th	1	Kinesics : Facial Expressions & Eye contact
	2	Proxemics : Private space and personal space
	3	Proxemics : Social space and public space
	4	Language of signs and symbols : Audio signs
14th	1	Language of signs and symbols : Visual signs
	2	Writing skills : Revision-1
	3	Writing skills : Revision-2
	4	Communication : Revision-1
15th	1	Communication : Revision-2
	2	Business Letters : Revision-1
	3	Business Letters : Revision-2
	4	Grammar : Revision

Bandita Panda

Signature of the Faculty