

KIIT POLYTECHNIC, BHUBANESWAR

LESSON PLAN Session (2021-2022)

Discipline: Civil/ Mechanical/ Metallurgy	Semester: 2nd, Summer/ 2022	Name of the Faculty: Chinmayee Mahapatra Lecturer Email ID: chinmayeefhu@kp.kiit.ac.in
Subject: Communicative English, Theory-I	No. of Days/week: 04	Start Date: 14/03/2022 End Date: 30/06/2022
Week	Class Day	Theory Topics
1st	1st	Standing Up For Yourself (1st&2ndpara)
	2nd	Standing Up For Yourself (3rd&4thpara)
	3rd	Discussion Of The Questions
	4th	Vocabulary Building(synonyms)
2nd	1st	Antonyms, Homophones
	2nd	One Word Substitution, Word Formation
	3rd	Tense(Parts Of Speech)
	4th	Tense(structure and Examples)
3rd	1st	Assignment On Tense
	2nd	Paragraph Writing (Rules)
	3dr	General-specific paragraph
	4th	Process-description paragraph
4th	1st	To My True Friend

	2nd	Question And Answer Discussion
	3rd	Modal Auxiliary
	4th	QUIZ TEST
5th	1st	Introduction To Communication
	2nd	Objectives Of Communication
	3rd	Models Of Communication
	4th	Process Of Communication
6th	1st	Reading Comprehension
	2nd	Assignment On Comprehension
	3rd	Note-Making
	4th	Summary Writing
7th	1st	Articles
	2nd	Determiners
	3rd	The Magic Of Team Work(1st & 2nd Para)
	4th	The Magic Of Team Work (3rd & 4thPara)
8th	1st	Communication Network (Introduction)
	2nd	Formal Communication, Upward Communication
	3rd	Downward Communication, Lateral Communication
	4th	Informal Communication
9th	1st	Notice
	2nd	Official Letters
	3rd	Personal Letter
	4th	Agenda

10th	1st	Business Letter(Letter Of Enquiry, Placing An Order)
	2nd	Complaint Letter
	3rd	Cancellation Of Order
	4th	Doubt Clearing Class
11th	1st	Verbal And Non-Verbal Communication
	2nd	Non-Verbal Codes (kinesics, Proxemics)
	3rd	Para language, Signs And Symbols
	4th	Doubt Clearing Class
12th	1st	Inchcape Rock (1stPara)
	2nd	Inchcape Rock (2 nd Para)
	3rd	Question And Answer Discussion
	4th	Assignment Of The Chapter
13th	1st	Job Application
	2nd	Curriculum-Vitae
	3rd	QUIZ TEST
	4th	Report Writing
14th	1st	Voice Change(Rules)
	2nd	Examples OF Voice Change
	3rd	Countable And Uncountable Noun
	4th	Subject-Verb Agreement
15th	1st	Professional Communication
	2nd	Essentials Of Effective Business Communication
	3rd	Assignment and Doubt Clearing class

	4th	Revision
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