

KIIT POLYTECHNIC, BHUBANESWAR

LESSON PLAN Session (2022-2023)

Discipline: Comp.Sc/ Electrical/ ETC	Semester: 1st, Winter/2022	Name of the Faculty: Chinmayee Mahapatra Lecturer Email ID: chinmayee@kp.kiit.ac.in
Subject: Communicative English, Theory-I	No. of Days/week: 04	Start Date: 24/10/2022 End Date: 20/02/2023
Week	Class Day	Theory Topics
1st	1st	StandingUpForYourself(1st&2ndpara)
	2nd	StandingUpForYourself(3rd&4thpara)
	3rd	DiscussionOfTheQuestions
	4th	VocabularyBuilding(synonyms)
2nd	1st	Antonyms,Homophones
	2nd	OneWordSubstitution,WordFormation
	3rd	Tense(PartsOfSpeech)
	4th	Tense(structure andExamples)
3rd	1st	AssignmentOnTense
	2nd	ParagraphWriting(Rules)
	3rd	General-specificparagraph
	4th	Process-descriptionparagraph
4th	1st	ToMyTrueFriend

	2nd	QuestionAndAnswerDiscussion
	3dr	ModalAuxiliary
	4th	QUIZ TEST
5th	1st	IntroductionToCommunication
	2nd	ObjectivesOfCommunication
	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	InformalCommunication

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	Paralanguage, Signs And Symbols
	4th	Doubt Clearing Class
12th	1st	Inchape Rock (1st Para)
	2nd	Inchape 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