

KIIT POLYTECHNIC, BHUBANESWAR

LESSON PLAN

Session (2023 -2024)

Discipline: Civil/ Mechanical/ Metallurgy	Semester: 2 nd , Summer /2024	<u>Name of the faculty</u> Chinmayee Mahapatra <u>EmailId</u> chinmayeefhu@kp.kiit.ac.in
<u>Subject</u> Communicative English Theory (TH-1)	No. of Days/week: 04	Start Date: 29/01/2024 End Date: 14/05/2024

WEEK K	CLASS ID	COURSE CONTENT
1	1	Introduction And Briefing About The Syllabus
	2	Standing Up For Yourself(1 st And 2 nd Para)
	3	Standing Up For Yourself(3 rd And 4 th Para)
	4	Discussion Of the Questions
2	5	Vocabulary Building(Synonyms)
	6	Antonyms, Homophones
	7	One Word Substitution, Word Formation
	8	Class Test-1
3	9	Tense(Parts of Speech)
	10	Tense(structure and Examples)
	11	Revision
	12	Paragraph Writing(Rules, General-Specific Paragraph, Process Description Paragraph)
4	13	To My True Friend

	14	Question And Answer Discussion
	15	Modal Auxiliary
	16	Articles (Rules And Examples)
5	17	Determiners
	18	Introduction To Communication(Features)
	19	Objectives And Models of Communication
	20	Process of Communication
6	21	Reading Comprehension
	22	Assignment On Comprehension
	23	Note-Making
	24	Summary Writing
7	25	Quiz Test-1
	26	Communication Network (Introduction)
	27	Formal Communication, Upward Communication
	28	Downward Communication, Lateral Communication
8	29	Informal Communication
	30	The Magic of Team Work(1 st and 2 nd para)
	31	The Magic of Team Work(3 rd and 4 th para)
	32	Question & Answer Discussion
9	33	Notice Writing
	34	Official Letters/Personal Letters
	35	Agenda
	36	Revision/Doubt Clearing Class
10	37	Business Letter (Letter of Inquiry, Placing An Order)
	38	Sales Letter & Complaint Letter
	39	Cancellation of Order
	40	Doubt Clearing Class
11	41	Verbal And Non-verbal Communication
	42	Non-Verbal Codes(Kinesics,Proxemics,Posture)
	43	Paralanguage,Signs and Symbols
	44	Doubt Clearing Class
12	45	Inchcape Rock (1 st Para)
	46	Inchcape Rock (2 nd Para)
	47	Question And Answer Discussion
	48	Assignment of the Chapter
13	49	Class Test-2
	50	Job Application
	51	Curriculum - Vitae
	52	Report Writing
14	53	Voice Change(Rules And Examples)

	54	Revision Voice Change(Rules)
	55	Doubt Clearing Class
	56	Quiz Test - 2
15	57	Countable And Uncountable Noun
	58	Subject-Verb Agreement
	59	Essentials of Effective Business Communication
	60	Revision/Doubt Clearing Class