IIPM SCHOOL OF ENGINEERING & TECHNOLOGY

**LESSON PLAN: 2023- 2024**

**Sub: Communicative English**

**Branch : Mechanical & Mining Diploma 1st Year**

**Duration : 61 hours**

**Faculty name : Jharana Pujahari**

**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 setup and social context
* To give positive feedback in various situations, to use appropriate body language, and to avoid barriers to effective communication
* To improve writing skill

**Learning Outcome:** It enables the students in acquiring knowledge of communicative English.

It makes the students improve their communication skills and develop their personality.

It enables students to know about the organizational setup and makes them ready for the job.

**SYLLABUS: -**

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| Unit – I | **LITERATURE APPRECIATION**  1.1. Reading comprehension Sub-skills of reading comprehension is 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:  • Skimming the gist  • Scanning for necessary information  • Close reading for inference and evaluation  • Main idea and supporting points  • Guessing the meaning of unfamiliar words  • Note-making  • Summarizing  • Supplying a suitable title  1**.2 Text The following chapter from “Invitation to English”, Book-1 for +2 students of CHSE, Odisha.2016 reprint to be covered in the classroom:**  • 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 |
| Unit – II | **2. VOCABULARIES**  Use of synonyms, antonyms  • Same word used in different situations in different meanings  • Single-word substitute |
| Unit – III | **3. APPLICATION OF ENGLISH GRAMMAR**  • Countable and Uncountable Noun  • Articles and Determiners  • Modal Verbs  • Tenses  • Voice-change  • Subject-verb Agreement |
| Unit – IV | **4. FORMAL WRITING SKILLS**  4.1. 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)  4.2. Notice  4.3. Agenda  4.4. Report writing (Format of a Report, Reporting an event/news)  4.5. Writing a personal letter  4.6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent  4.7. 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)  4.8. Job application and C.V.(Features, Format and example) |
| Unit – V | **5. 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 |
| Unit – V | **B. Professional Communication**  1. Meaning of professional communication  2. Types of professional communication  2.1. 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)  2.2. Informal communication  • Grapevine 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 Eye Contact)  • Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)  • Language of Signs and Symbols (Audio Sign and Visual Sign in everyday life with merits and demerits) |

**LEARNING RESOURCES**

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| **SL NO** | **AUTHOR** | **TITLE OF THE BOOK** |  |
| 01 | Text Book | Invitation to English, Book-1 Dr. NDV Prasad Rao, S. Chand Publication Communication Skills, Sanjay Kumar and Puspalata, Oxford University Press | CSHE (2016 reprint) Odisha |
| 02 | Text Book | Invitation to English, Book-2, (for +2 students) | CSHE (2016 reprint) Odisha |
| 03 | Text Book | Invitation to English, Book-3, (for +2 students) | Odisha CSHE (2016 reprint), Odisha |
| 04 | Text Book | Invitation to English, Book-4, (for +2 students), | Odisha CSHE (2016 reprint), Odisha |
| 05 | Dr. NDV Prasad Rao | Wren and Martin High School English Grammar | S. Chand Publication |
| 06 | Sanjay Kumar and Puspalata | Communication Skills | Oxford University Press |
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| **Sl.No** | **Chapter** | **Proposed Week for Teaching** | **Lecture No.** | **Sub. Topic** | **Important Teaching Points** | **Content Source** |
| 1 | I | 1st | 1 | LITERATURE APPRECIATION 1. Reading comprehension | Skimming the gist  • Scanning for necessary information | Online source |
| 2 | 2 | LITERATURE APPRECIATION 1. Reading comprehension | • Close reading for inference and evaluation | Online source |
| 3 | 3 | LITERATURE APPRECIATION 1. Reading comprehension | • Note-making | Online source |
| 4 | 4 | LITERATURE APPRECIATION 1. Reading comprehension | * Summarizing   • Supplying a suitable title | Online source |
| 5 | **I** | 2nd | 1 | 2. Text | Standing Up For Yourself By Yevgeny Yevtushenko | Invitation to English-1, Pp- 1-9 |
| 6 | 2 | 2. Text | Standing Up For Yourself By Yevgeny Yevtushenko | Invitation to English-1, Pp- 1-9 |
| 7 | 3 | 2. Text | Standing Up for Yourself by Yevgeny Yevtushenko | Invitation to English-1, Pp- 1-9 |
| 8 | 4 | Revision of text and question-answer discussion | Revision of text and question-answer discussion | Invitation to English-1, Pp- 1-9 |

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| **Sl.No** | **Chapter** | **Proposed Week for Teaching** | **Lecture No.** | **Sub. Topic** | **Important Teaching Points** | **Content Source** |
| 9 | **I** | 3rd | 1 | 2. Text | In London in Minus Fours by Louis Fischer | Invitation to English-1, Pp- 30-40 |
| 10 | 2 | 2. Text | In London in Minus Fours by Louis Fischer | Invitation to English-1, Pp- 30-40 |
| 11 | **II** | 3 | 2. Text | In London in Minus Fours by Louis Fischer | Invitation to English-1, Pp- 30-40 |
| 12 | 4 | Revision of text and question-answer discussion | Revision of text and question-answer discussion | Invitation to English-1, Pp- 30-40 |
| 13 | **II** | 4th | 1 | 2. Text | The Magic Of Teamwork By Sam Pitroda | Invitation to English-1, Pp- 76-87 |
| 14 | 2 | 2. Text | The Magic Of Teamwork By Sam Pitroda | Invitation to English-1, Pp- 76-87 |
| 15 | 3 | 2. Text | The Magic of Teamwork By Sam Pitroda | Invitation to English-1, Pp- 76-87 |
| 16 | 4 | Revision of text and question-answer discussion | Revision of text and question-answer discussion | Invitation to English-1, Pp- 76-87 |
| 17 | **II** | **5th** | 1 | 2. Text | Stopping By Woods On A Snowy Evening By Robert Lee Frost | Invitation to English-1, Pp- 100-102 |
| 18 | 2 | Revision of text and question-answer discussion | Revision of text and question-answer discussion | Invitation to English-1, Pp- 100-102 |
| 19 | **III** | 3 | 2. Text | Inchcape Rock By Robert Southey | Invitation to English-1, Pp- 106-111 |
| 20 | 4 | 2. Text | Inchcape Rock By Robert Southey | Invitation to English-1, Pp- 106-111 |

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| **Sl.No** | **Chapter** | **Proposed Week for Teaching** | **Lecture No.** | **Sub. Topic** | **Important Teaching Points** | **Content Source** |
| 21 | **III** | **6th** | 1 | 2. Text | Inchcape Rock By Robert Southey | Invitation to English-1, Pp- 106-111 |
| 22 | 2 | Revision of text and question-answer discussion | Revision of text and question-answer discussion | Invitation to English-1, Pp- 106-111 |
| 23 | **IV** | 3 | 2. Text | To My True Friend By Elizabeth Pinard | Invitation to English-1, Pp- 112-114 |
| 24 | 4 | Revision of text and question-answer discussion | Revision of text and question-answer discussion | Invitation to English-1, Pp- 112-114 |
| 25 | **IV** | **7th** | 1 | VOCABULARY Use of synonyms, antonyms | The same word is used in different situations with different meanings | Communicative English 1 Pp201-221 |
| 26 | 2 | VOCABULARY Use of synonyms, antonyms | Single word substitute | Communicative English 1 Pp237-245 |
| 27 | **V** | 3 | Application of English grammar | Countable and Uncountable Nouns | Invitation to English-4, Pp- 1-17 |
| 28 | 4 | Application of English grammar | Articles and Determiners | Communicative English 1 Pp91-100 |
| 29 | **8th** | 1 | Application of English grammar | Modal Verbs | Communicative English 1 Pp117-126 |
| 30 | 2 | Application of English grammar | Tenses | Communicative English 1 Pp127-139 |
| 31 | 3 | Application of English grammar | Tenses | Communicative English 1 Pp127-139 |
| 32 | 4 | Application of English grammar | Tenses | Communicative English 1 Pp127-139 |

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| **Sl.No** | **Chapter** | **Proposed Week for Teaching** | **Lecture No.** | **Sub. Topic** | **Important Teaching Points** | **Content Source** |
| 33 | **V** | **9th** | 1 | Application of English grammar | Subject-verb Agreement | Communicative English 1 Pp158-161 |
| 34 | 2 | FORMAL WRITING SKILLS | 1. Paragraph writing • Meaning • Features of Paragraph Writing (Topic Statement, Supporting Points, and Plot Compatibility) | Communicative English 1 Pp165-168 |
| 35 | 3 | FORMAL WRITING SKILLS | Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest) | Communicative English 1 Pp165-168 |
| 36 | 4 | FORMAL WRITING SKILLS | 2. Notice | Invitation to English-4, Pp- 81-84 |
| 37 | **VI** | **10th** | 1 | FORMAL WRITING SKILLS | 3. Agenda | S Kumar  Pusp Lata Pp 577 |
| 38 | 2 | FORMAL WRITING SKILLS | 4. Report writing (Format of a Report, Reporting an event/news | Invitation to English-4, Pp-108 |
| 39 | 3 | FORMAL WRITING SKILLS | 5. Writing a personal letter | Invitation to English-4, Pp-50 |
| 40 | 4 | FORMAL WRITING SKILLS | 6. Letter to the Principal, Librarian, Head of the Dept, and Hostel Superintendent | Invitation to English-4, Pp-65-75 |
| 41 | **VI** | **11th** | 1 | FORMAL WRITING SKILLS | 7. Writing Business letters • Layout of a Business Letter • | Invitation to English-4, Pp-76-83 |
| 42 | 2 | FORMAL WRITING SKILLS | Letter of Enquiry, Placing an Order, | S Kumar  Pusp Lata Pp 464-468 |
| 43 | 3 | FORMAL WRITING SKILLS | Execution of an Order, Complaint, or Cancellation of an order (Features, Format, and example) | S Kumar  Pusp Lata Pp 464-468 |
| 44 | 4 | FORMAL WRITING SKILLS | 8. Job application | S Kumar  Pusp Lata Pp469 |
| 45 | **12th** | 1 | FORMAL WRITING SKILLS | C.V. (Features, Format, and example | S Kumar  Pusp Lata Pp 472-478 |
| 46 | 2 | ELEMENTS OF COMMUNICATION A. Introduction to Communication | 1. Meaning, Definition, and Concept of Communication 2. Good Communication and Bad Communication | S Kumar  Pusp Lata Pp 1-4 |
| 47 | 3 | ELEMENTS OF COMMUNICATION A. Introduction to 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 | S Kumar  Pusp Lata Pp 1-4 |
| 48 | **VII** | 4 | ELEMENTS OF COMMUNICATION B. Professional Communication | Professional Communication meaning, types, formal | S Kumar  Pusp Lata Pp 12-13 |
| 49 | **13th** | 1 | ELEMENTS OF COMMUNICATION B. Professional Communication | Professional Communication informal | S Kumar  Pusp Lata Pp 12-13 |
| 46 | 2 | ELEMENTS OF COMMUNICATION C. Barriers to Communication | Types of barriers and tips to overcome | S Kumar  Pusp Lata Pp 13-16 |
| 50 | 3 | ELEMENTS OF COMMUNICATION D. Non-Verbal Communication | Kinesics & Body Language | S Kumar  Pusp Lata Pp 261-271 |
| 51 | 4 | ELEMENTS OF COMMUNICATION D. Non-Verbal Communication | Proxemics | S Kumar  Pusp Lata Pp 261-271 |
| 52 | **14th** | 1 | L ELEMENTS OF COMMUNICATION D. Non-Verbal Communication | Language of signs, symbols | S Kumar  Pusp Lata Pp 261-271 |
| 53 | **VII** | 2 | Doubt clearing session-1 | Doubt clearing session-1 | - |
| 54 | 3 | Doubt clearing session-2 | Doubt clearing session-2 | - |
| 55 | 4 | Doubt clearing session-3 | Doubt clearing session-3 | - |
| 56 | **15th** | 1 | Revision Unit-1 | Revision | Revision |
| 57 | 2 | Revision Unit-2 | Revision | Revision |
| 58 | 3 | Revision Unit-3 | Revision | Revision |
| 59 | 4 | Revision Unit-4 | Revision | Revision |
| 60 |  | **16th** | 1 | Revision Unit-5 | Revision | Revision |
| 61 | 2 | Mock test | Mock Test | - |
| 62 | 3 |  |  | - |
| 63 | 4 |  |  | - |

**Textbook suggested :**

Signature of

Faculty Member HOD Principal/ Director