

Lesson Plan

Discipline: CIVIL & MECHANICAL , **Semester:** 1ST , **Name of Faculty :** Ankita Panda

Subject: Comm. English	No. of days/ weekClass allotted: 4	Semester From Date: 16.08.2023 To date :11.12.2023
Week	Class Day	Theory
1st	1st	<u>Unit -1</u> Reading comprehension.
	2nd	Skimming the gist.
	3rd	Scanning for necessary information.
	4th	Close reading for inference and evaluation
2nd	1st	Main idea and supporting points.
	2nd	Guessing the meaning of unfamiliar words.
	3rd	Note making
	4th	Note making.
3rd	1st	Summarizing.
	2nd	Supplying a suitable title, summarizing
	3rd	Standing up for yourself.
	4th	Standing up for yourself.
4th	1st	Standing up for yourself.
	2nd	The magic of teamwork.
	3rd	The magic of teamwork.
	4th	The magic of teamwork.
5th	1st	Inchcape rock
	2nd	Inchcape rock
	3rd	To my true friend.
	4th	To my true friend.
6th	1st	UNIT-II Vocabulary; synonymns and antonymns
	2nd	Same word used in different situations.
	3rd	Same word with different meaning.
	4th	Single word substitute.
7th	1st	UNIT-IV. Paragraph writing ;meaning
	2nd	Feature of paragraph writing.
	3rd	Developing ideas into paragraphs
	4th	Writing paragraph containing a topic sentence, supporting details and conclusion.
8th	1st	Notice.
	2nd	Agenda.

	3rd	Report writing (format of a report).
	4th	Report writing (reporting an event/news).
9th	1st	Writing personal letter.
	2nd	Letter to the principal, librarian, hostel superintendent..
	3rd	Letter to the H.O.D, Hostel superintendent.
	4th	Business letters; layout
10th	1st	Letter of enquiry, placing an order, Execution.
	2nd	Complaint, cancellation of an order.
	3rd	Job application and C.V (Features).
	4th	Job application and C.V (format and example).
11th	1st	UNIT-III application of grammar; countable and uncountable noun.
	2nd	Articles and determiners
	3rd	Articles and determiners
	4th	Modal verbs.
12th	1st	Tenses
	2nd	Tenses
	3rd	Voice change
	4th	Subject verb agreement
13th	1st	UNIT-V Meaning, definition and concept of communication.
	2nd	Good communication and bad communication
	3rd	Communication model.
	4th	Process of communication and factors responsible for it.
14th	1st	Meaning and types of professional communication.
	2nd	Formal or systematic communication.
	3rd	Informal communication
	4th	Barriers to communication.
15th	1st	Types of communication barrier.
	2nd	Overcoming barriers to communication
	3rd	Meaning of nonverbal communication
	4th	Different areas of nonverbal communication.