

# Lesson plan of COMMUNICATIVE ENGLISH of 2<sup>nd</sup> Sem Summer-2020

(From 02.01.2020 to 30.04.2020)

SL. NO	SECTION	DATE	CHAPTER	TOPIC	PERIOD (Total Periods: 60 periods)
1	SEC-A	02.01.2020 06.01.2020	UNIT-I (1.Reading comprehension)	<ol style="list-style-type: none"> <li>1. Skimming the gist</li> <li>2. Scanning for necessary information</li> <li>3. Close reading for inference and evaluation</li> <li>4. Main idea and supporting points</li> <li>5. Guessing the meaning of un-familiar words</li> <li>6. Note- making</li> <li>7. Summarizing</li> <li>8. Supplying a suitable title</li> <li>9. Sample questions practice.</li> </ol>	02
	SEC-B	03.01.2020 06.01.2020			
2	SEC-A	07.01.2020 08.01.2020	UNIT-I(2.Text)  Standing Up For Yourself	<ol style="list-style-type: none"> <li>1. Standing Up For Yourself By Yevgeny Yevtushenko</li> <li>2. Question and Answer discussion</li> </ol>	02
	SEC-B	07.01.2020 08.01.2020			
3	SEC-A	09.01.2020	UNIT- II  VOCABULARY	<ol style="list-style-type: none"> <li>1. Use of synonyms, antonyms</li> <li>2. Same word used in different situations in different meaning</li> <li>3. Single word substitute</li> </ol>	01
	SEC-B	10.01.2020			
4	SEC-A	13.01.2020 14.01.2020	Unit-III  APPLICATION OF ENGLISH GRAMMAR  1. Countable Noun and uncountable Noun.	Definition of Noun and its types. <ol style="list-style-type: none"> <li>1. Countable Noun: its rules &amp; uses</li> <li>2. Uncountable Noun :its rules &amp; uses</li> <li>3. Sample question practices.</li> </ol>	02
	SEC-B	13.01.2020 14.01.2020			
5	SEC-A	15.01.2020 16.01.2020	UNIT-IV  FORMAL WRITING SKILLS  1.Paragraph writing	<ol style="list-style-type: none"> <li>1. Meaning</li> <li>2. Features of Paragraph Writing ( Topic Statement, Supporting Points and Plot Compatibility)</li> <li>3. Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)</li> <li>4. Sample Question Practice</li> </ol>	02
	SEC-B	15.01.2020 17.01.2020			
6	SEC-A	16.01.2020 20.01.2020 21.01.2020	UNIT-IV  FORMAL WRITING SKILLS  2.Notice	<ol style="list-style-type: none"> <li>1. Definition of Notice.</li> <li>2. Characteristics of Notices</li> <li>3. Purpose of Notice Writing</li> <li>4. Types of Notices</li> <li>5. Process of writing a Notice</li> <li>6. Sample Question Practices</li> </ol>	03
	SEC-B	17.01.2020 20.01.2020			

		21.01.2020			
7	SEC-A  SEC-B	22.01.2020 27.01.2020  22.01.2020 24.01.2020	UNIT-IV  FORMAL WRITING SKILLS  3. Agenda	1. Definition of Agenda. 2. Characteristics of Agendas 3. Purpose of Agenda Writing 4. Types of Agendas 5. Process of writing a Agenda 6. Sample Question Practices	02
8	SEC-A  SEC-B	27.01.2020 28.01.2020 29.01.2020  28.01.2020 29.01.2020 31.01.2020	UNIT-V  ELEMENTS OF COMMUNICATIO N  A. Introduction to Communicati on	1. Meaning, Definition and concept of communication 2. Good Communication and Bad Communication 3. Communication model a. One-way Communication Model and Two-way Communication Model with examples 4. Process of communication and factors responsible for it a. Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context 5. Sample Question Practices.	03
9	SEC-A  SEC-B	03.02.2020 04.02.2020  03.02.2020 04.02.2020	UNIT-I 2. Text  In London in Minus Fours	1. In London in Minus Fours By Louis Fischer 2. Question and Answer Discussion.	02
10	SEC-A  SEC-B	05.02.2020 06.02.2020  05.02.2020 07.02.2020	Unit-III  APPLICATION OF ENGLISH GRAMMAR  2.(i) Articles	1. Definition of Article. 2. Types of Article a) Definite Article : its rules and usages b) Indefinite Article : its rules and usages. 3. Omission of Articles. 4. Sample Question Practice	02
11	SEC-A  SEC-B	10.02.2020 11.02.2020  10.02.2020 11.02.2020	UNIT-IV  FORMAL WRITING SKILLS  4. Report writing	1. Definition of Report 2. Purpose of writing a Report 3. Format of writing a Report 4. Types of Report 5. Sample question practice.	02
12	SEC-A  SEC-B	12.02.2020 13.02.2020 17.02.2020  12.02.2020 14.02.2020 17.02.2020	UNIT-V  B. Professional Communicati on	1. Meaning of professional communication 2. Types of professional communication 2.1. Formal or Systematic Communication a) <i>Upward communication</i> (How it takes place, symbol, merits and demerits) b) <i>Down-ward communication</i> (How it takes place, symbol,	03

				<p>merits and demerits)  c) <i>Parallel communication</i> (How it takes place, symbol, merits and demerits)  2.2. Informal communication /Grape vine communication (How it takes place, symbol, merits and demerits)  3. <b>Question and answer discussion</b></p>	
13	<p>SEC-A</p> <p>SEC-B</p>	<p>18.02.2020 19.02.2020</p> <p>18.02.2020 19.02.2020</p>	<p>Unit-I</p> <p>LITERATURE APPRECIATION 2.Text</p> <p>Stopping By Woods On A Snowy Evening</p>	<p>1. Stopping By Woods On A Snowy Evening By Robert Lee Frost</p> <p>2. Question and Answer Discussion.</p>	02
14	<p>SEC-A</p> <p>SEC-B</p>	<p>20.02.2020 24.02.2020</p> <p>24.02.2020 25.02.2020</p>	<p>Unit-I</p> <p>LITERATURE APPRECIATION 2.Text</p> <p>Inchcape Rock By Robert Southey</p>	<p>1. Inchcape Rock By Robert Southey</p> <p>2. Question and Answer Discussion.</p>	02
15	<p>SEC-A</p> <p>SEC-B</p>	<p>25.02.2020 26.02.2020</p> <p>26.02.2020 28.02.2020</p>	<p>Unit-III</p> <p>APPLICATION OF ENGLISH GRAMMAR</p> <p>2(ii) Determiners.</p>	<p>1. Definition of Determiners.</p> <p>2. Types of Determiners</p> <ol style="list-style-type: none"> <li>a. Articles</li> <li>b. Possessive pronouns (my, our, your, his, her, its, their)</li> <li>c. Relative pronouns (whose, which, whichever, what, whatever)</li> <li>d. Demonstratives (this, these, that, those)</li> <li>e. Singular: this and that</li> <li>f. Plural: these and those</li> <li>g. Indefinite pronouns (any, each, few, other, some, etc.)</li> <li>h. Cardinal Numbers (one, two, three, etc.)</li> <li>i. Ordinal Numbers (last, first, second, etc.)</li> <li>j. Possessive proper nouns</li> </ol> <p>3. Sample Question Practice</p>	02
16	<p>SEC-A</p> <p>SEC-B</p>	<p>27.02.2020 02.03.2020</p> <p>02.03.2020 03.03.2020</p>	<p>UNIT-IV</p> <p>FORMAL WRITING SKILLS</p> <p>5. Writing personal letter</p>	<p>1. Writing personal letter</p> <p>2. Sample question practice.</p>	02

17	SEC-A  SEC-B	03.03.2020 04.03.2020 11.03.2020  04.03.2020 06.03.2020 11.03.2020	UNIT-V  C. Barriers to Communication	1. Meaning 2. Types of communication barrier a) Environmental Barrier b) Semantic Barrier c) Syntactic Barrier d) Organizational Barrier e) Cultural Barrier f) Psychological Barrier g) Individual Barrier 3. Overcoming Barriers to communication. 4. Remedies with reference to the above mentioned barriers	03
18	SEC-A  SEC-B	12.03.2020 16.03.2020  13.03.2020 16.03.2020	Unit-I  LITERATURE APPRECIATION 2.Text  The Magic Of Teamwork	The Magic Of Teamwork By Sam Pitroda  Question and answer discussion.	02
19	SEC-A  SEC-B	17.03.2020 18.03.2020  17.03.2020 18.03.2020	Unit-III  APPLICATION OF ENGLISH GRAMMAR  3.Modal Verbs	1. Definition of Modals 2. Its types and its uses • Can • Could • May • Might • Must • Shall • Should • Ought to • Will • Would 3. Sample question practices.	02
20	SEC-A  SEC-B	19.03.2020 23.03.2020  20.03.2020 23.03.2020	UNIT-IV  FORMAL WRITING SKILLS  6. Writing formal letters.	1. Letter to the Principal 2. Letter to Librarian, 3. Letter to Head of the Deptt, 4. Letter to Hostel Superintendent 5. Sample questions practice.	02
21	SEC-A  SEC-B	24.03.2020 25.03.2020 26.03.2020  24.03.2020 25.03.2020 27.03.2020	UNIT-V  ELEMENTS OF COMMUNICATION  D. Non- Verbal Communication	1. Meaning of nonverbal Communication 2. Different areas of Non-verbal Communication a. Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact) b. Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space) c. Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits) 3. Question answer discussion.	03

22	SEC-A  SEC-B	30.03.2020 31.03.2020  30.03.2020 31.03.2020	Unit-III  APPLICATION OF ENGLISH GRAMMAR  4.Tenses	1. Definition of Tense. 2. Types of Tense Present Tense Past Tense Future Tense 3. Rules & their uses along with examples. 4. Sample questions practice.	02
23	SEC-A  SEC-B	06.04.2020 07.04.2020 08.04.2020  03.04.2020 06.04.2020 07.04.2020	UNIT-IV  FORMAL WRITING SKILLS  7.Writing Business letters	1. Layout of a Business Letter 2. Letter of Enquiry(Features, Format and example) 3. Placing an Order(Features, Format and example), 4. Execution of an Order(Features, Format and example) 5. Complaint (Features, Format and example) 6. Cancellation of an order(Features, Format and example) 7. Sample question practice.	03
24	SEC-A  SEC-B	09.04.2020 14.04.2020  08.04.2020 14.04.2020	Unit-I  LITERATURE APPRECIATION  2.Text To My True Friend By Elizabeth Pinard	1. To My True Friend by Elizabeth Pinard 2. Question and answer discussion.	02
25	SEC-A  SEC-B	15.04.2020 16.04.2020  15.04.2020 17.04.2020	Unit-III  APPLICATION OF ENGLISH GRAMMAR  5.Voice-change	1. Definition of Voice. 2. Types of Voice a) Active voice b) Passive voice. 3. Verb tenses used in active and passive voice 4. Using the auxiliary verb "be" 5. Imperative sentences used in active and passive voice 6. Modals used in active and passive voice. 7. Sample questions practice.	02
26	SEC-A  SEC-B	20.04.2020 21.04.2020  20.04.2020 21.04.2020	UNIT-IV  FORMAL WRITING SKILLS  8.Job application and C.V.(Features, Format and	1. Job application (Features, Format and example) 2. C.V.(Features, Format and example) 3. Types of C.V. a) Reverse Chronology b) Functional c) Hybrid Combination 4. Sample questions practice.	02

			example)		
27	SEC-A  SEC-B	22.04.2020 23.04.2020  22.04.2020 24.04.2020	Unit-III  APPLICATION OF ENGLISH GRAMMAR  6. Subject-verb Agreement	1. Subject Verb Agreement and its rules: a) Subject and verb are separated b) Subject has two or more parts (compound subject) c) Subject comes after the verb d) Subject is connected by 'or', 'nor', 'either ... or', 'neither ... nor' words e) . Subject is a special type of pronoun f) Subject is a collective noun or non- count noun 2. Sample questions practice.	02
28	SEC-A  SEC-B	27.04.2020  27.04.2020	REVISION	Question and answer practice from last five years question papers.	01

*N.B. SEC-A (CIVIL ENGG.)*

*TOTAL = 60 PERIODS*

*SEC-B (MECHANICAL ENGG.)*

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