


ACADEMIC SESSION : 2023-24

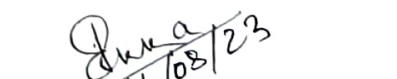
Discipline :Electrical \$ Metallurgy engineering	Semester : 1ST	Name of the Teaching Faculty : JAMES SUNIT EKKA (LECTURER IN ENGLISH)
Subject : Communicative English	No. of days / week class allotted 4	Semester From date: 1ST : 16/08/2023 to 11/12/2023 Nos. of Weeks per semester : 16
Week	Class Day	Theory/ Practical Topics
1ST	1st	VOCABULARY Use of synonyms
	2nd	, antonyms
	3rd	Single word substitute
	4th	Standing Up For Yourself By Yevgeny Yevtushenko
2ND	1st	Standing Up For Yourself By Yevgeny Yevtushenko
	2nd	Standing Up For Yourself By Yevgeny Yevtushenko
	3rd	Notice Agenda
	4th	Modal Verbs
3RD	1st	Tenses
	2nd	Tenses
	3rd	Tenses
	4th	Voice-change
4TH	1st	Voice-change
	2nd	Voice-change
	3rd	Articles and Determiners
	4th	Articles and Determiners
5TH	1st	Articles and Determiners

	2 nd	Articles and Determiners
	3 rd	Subject-verb Agreement
	4 th	Subject-verb Agreement
6 TH	1 st	Subject-verb Agreement
	2 nd	Countable and Uncountable Noun
	3 rd	Same word used in different situations in different meanings
	4 th	Reading comprehension
7 TH	1 st	Reading comprehension
	2 nd	Reading comprehension
	3 rd	Meaning, Definition and concept of communication Good Communication and Bad Communication
	4 th	Meaning, Definition and concept of communication Good Communication and Bad Communication
8 TH	1 st	Communication model ☐ One-way Communication Model and Two-way Communication Model with examples
	2 nd	Process of communication and factors responsible for it ☐ Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context
	3 rd	Meaning of professional communication Types of professional communication Formal or Systematic Communication
	4 th	Upward communication (How it takes place, symbol, merits and demerits)
9 TH	1 st	Parallel communication (How it takes place, symbol, merits and demerits)
	2 nd	Informal communication ☐ Grape vine communication (How it takes place, symbol, merits and demerits)
	3 rd	
	4 th	Meaning of nonverbal Communication Different areas of Non-verbal Communication

10 TH	1 st	Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
	2 nd	Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
	3 rd	Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
	4 th	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
11 TH	1 st	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
	2 nd	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)
	3 rd	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)
	4 th	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)
12 th	1 st	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)
	2 nd	4. Report writing (Format of a Report, Reporting an event / news)

		5. Writing personal letter
	3 rd	6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent
13 th	4 th	7. Writing Business letters ☐ Layout of a Business Letter
	1 st	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
	2 nd	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
	3 rd	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
	4 th	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
14 th	1 st	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
	2 nd	Job application and C.V.(Features, Format and example)
	3 rd	Job application and C.V.(Features, Format and example)
	4 th	Job application and C.V.(Features, Format and example)
15 th	1 st	Inchcape Rock By Robert Southey ☐
	2 nd	Inchcape Rock By Robert Southey ☐
	3 rd	Countable an Uncountable Noun
	4 th	To My True Friend By Elizabeth Pinard
16 th	1 st	To My True Friend By Elizabeth Pinard
	2 nd	The Magic Of Teamwork By Sam Pitroda
	3 rd	The Magic Of Teamwork By Sam Pitroda
	4 th	The Magic Of Teamwork By Sam Pitroda


16/08/2023
Sign of the HOD


16/08/23
Sign of the subject teacher