

**SEMESTER-2<sup>ND</sup>**  
**FROM 28.4.2021 TO 19.8.2021**

<b>LESSON PLAN :COMMUNICATIVE ENGLISH</b>			
SL NO	UNIT	TOPICS TO BE COVERED	LECTURE HOURS
1	1	SKILLS OF LANGUAGE –LISTENING,SPEAKING,READING & WRITING-LSRW-AN INTRODUCTION	1 HOUR
2	1	AN INTRODUCTION TO DIFFERENT SUB-SKILLS OF READING	1 HOUR
3	1	CONCEPT OF SKIMMING AND SCANNING	1 HOUR
4	1	PRACTICE ON SKIMMING AND SCANNING TEST FROM PASSAGE	1 HOUR
5	1	CLOSE READING OF PASSAGES FOR INFERENCE AND EVALUATION	2 HOUR
6	1	IDENTIFYING MAIN IDEA AND SUPPORTING POINTS FROM PASSAGES	1 HOUR
7	1	GUESSING THE MEANING OF UNFAMILIAR WORDS AND PHRASES	1 HOUR
8	1	NOTE-MAKING : MEANING,CONCEPTS AND PROCEDURES	1 HOUR
9	1	SOME EXERCISES ON NOTE-MAKING FROM GIVEN PASSAGES	1 HOUR
10	1	SUMMARIZING : MEANING,DEFINITION AND STEPS OF SUMMARIZING	1 HOUR
11	1	SOME ACTIVITIES ON SUMMARIZING FOR STUDENTS	1 HOUR
12	1	PROVIDING A SUITABLE TITLE TO A GIVEN PASSAGE	1 HOUR
13	1	SIMPLE ACTIVITIES ON SUPPLYING A SUITABLE TITLE TO PASSAGES AFTER READING	1 HOUR
14	1	STANDING UP FOR YOURSELF – A READING AND ANALYSIS OF THE STORY	1 HOUR
15	1	EXPLANATION AND ANALYSIS OF THE PROSE PIECE “THE MAGIC OF TEAMWORK” BY SAM PITRODA	1 HOUR
16	1	A READING AND ANALYSIS OF THE POEM “ THE INCHAPE ROCK BY ROBERT SOUTHEY	2 HOURS
17	1	A READING AND DETAILED ANALYSIS OF THE POEM TO MY TRUE FRIEND BY ELIZABETH PINARD	1 HOUR
18	2	SYNONYMS : MEANING AND USES	1 HOUR
19	2	ANTONYMS : MEANING AND USES	1 HOUR
20	2	SAME WORDS USED IN DIFFERENT SITUATIONS IN DIFFERENT SENSES	1 HOUR
21	2	SINGLE WORD SUBSTITUTION : EXAMPLES	1 HOUR
22	2	EXERCISES ON SYNONYMS AND ANTONYMS AND SINGLE WORD SUBSTITUTION	1 HOUR
23	3	GRAMMAR : COUNTABLE AND UNCOUNTABLE NOUN	1 HOUR
24	3	USE OF ARTICLES AND DETERMINERS	1 HOUR
25	3	USE OF MODAL VERBS WITH EXAMPLES	1 HOUR
26	3	TENSES : FORMS AND RULES	2 HOURS
27	3	VOICE : ACTIVE AND PASSIVE RULES	2 HOURS
28	3	SUBJECT VERB AGREEMENT : RULES	1 HOUR
29	4	PARAGRAPH WRITING : MEANING,FEATURES; AN ANALYSIS	1 HOUR
30	4	IDEAS TO PARAGRAPHS :DESCRIBING PLACE,PERSON,OBJECTS AND SITUATIONS IN PARAGRAPHS	2 HOURS

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31	4	NOTICE AND AGENDA :FORMAT	1 HOUR
32	4	REPORT WRITING : FORMAT,REPORTING AN EVENT ,INCIDENT AND NEWS	2 HOURS
33	4	PERSONAL LETTERS,LETTERS TO PRINCIPAL,HOD AND HOSTEL SUPERINTENDENT	3 HOURS
34	4	BUSINESS LETTERS : FORMAT AND LAYOUT OF BUSINESS LETTERS	1 HOUR
35	4	WRITING LETTERS OF ENQUIRY,PLACING AN ORDER,EXECUTION OF AN ORDER ,COMPLAINT LETTER,CANCELLING AN ORDER ETC.WITH FEATURES,FORMAT AND EXAMPLES	3 HOURS
36	4	WRITING JOB APPLICATION AND C.V. : FEATURES,FORMAT AND EXAMPLE	2 HOURS
37	5	MEANING,DEFINITION AND CONCEPT OF COMMUNICATION	1 HOUR
38	5	DIFFERENCES BETWEEN GOOD AND BAD COMMUNICATION;ONE-WAY AND TWO-WAY COMMUNICATION MODELS WITH EXAMPLES	1 HOUR
39	5	COMMUNICATION PROCESS AND FACTORS INFLUENCING COMMUNICATION: SENDER,MESSAGE,CHANNEL,RECEIVER/AUDIENCE,FEEDBACK,NOISE,CONTEXT ETC.	2 HOURS
40	5	PROFESSIONAL COMMUNICATION : MEANING AND TYPES	1 HOUR
41	5	FORMAL COMMUNICATION : UPWARD AND DOWNWARD COMMUNICATION,SYMBOLS,MERITS AND DEMERITS	1 HOUR
42	5	PARALLEL COMMUNICATION ,INFORMAL AND GRAPEVINE COMMUNICATION: SYMBOL,MERITS AND DEMERITS	1 HOUR
43	5	COMMUNICATION TYPES : VERTICAL,HORIZONTAL,DIAGONAL,GENERAL AND BUSINESS COMMUNICATION,MASS COMMUNICATION ,COMMUNICATION NETWORK	2 HOURS
44	5	MEANING OF NON-VERBAL COMMUNICATION	1 HOUR
45	5	AREAS OF NON-VERBAL COMMUNICATION : KINESICS OR BODY LANGUAGE : POSTURES,GESTURES,FACIAL EXPRESSION AND EYE CONTACT AND WHAT THEY TELL US	1 HOUR
46	5	PROXEMICS OR SPATIAL LANGUAGE : PRIVATE SPACE,PERSONAL SPACE,SOCIAL SPACE,PUBLIC SPACE AND THEIR MEANINGS	1 HOUR
47	5	LANGUAGE OF SIGNS AND SYMBOLS : AUDIO SIGN AND VISUAL SIGN IN DAILY LIFE AND THEIR MERITS/DEMERITS	1 HOUR
<b>COMMUNICATIVE ENGLISH LAB</b>			
<b>SL NO.</b>	<b>UNIT</b>	<b>TOPICS TO BE COVERED</b>	<b>LECTURE HOURS</b>
1	1	AN INTRODUCTION TO THE FOUR SKILLS OF LANGUAGE: LISTENING,SPEAKING,READING AND WRITING(LSRW) AND HOW TO ACQUIRE THEM,THEIR IMPORTANCE	3 HOURS
2	1	LISTENING SKILLS : MEANING AND IMPORTANCE OF DEVELOPING THIS SKILL	2 HOURS

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3	1	DIFFERENCES BETWEEN ACTIVE LISTENING AND PASSIVE LISTENING	1 HOUR
4	1	LISTENING AND HEARING: A DISTINCTION	1 HOUR
5	1	LISTENING TO A TEXT READ ALOUD IN NORMAL SPEED BY THE STUDENTS WITH A FOCUS ON THE VOICE,PITCH AND INTONATION	1 HOUR
6	1	FILLING THE BLANKS,CHOOSING AN APT TITLE,SUMMARIZING,PROVIDING REQUIRED INFORMATION AND ANSWERING OF COMPREHENSION QUESTIONS FROM A PASSAGE READ ALOUD BY THE STUDENTS.	2 HOURS
7	2	SPEAKING SKILLS : AN INTRODUCTION	1 HOUR
8	2	SPEAKING SKILLS: NECESSITY OF LEARNING AND DEVELOPING IT	2 HOURS
9	2	READING ALOUD OF DIALOGUES,TEXTS,POEMS,PASSAGES,SPEECHES WITH A FOCUS ON INTONATION	5 HOURS
10	2	SELF-INTRODUCTION : HOW TO GIVE A SELF-INTRODUCTION TO BE EXPLAINED BY THE TEACHERS AND THEN THE SELF-INTRODUCTION TO BE GIVEN BY THE STUDENTS	3 HOURS
11	2	ROLE-PLAYING TO BE DONE BY THE STUDENTS ON ANY TWO SITAUTIONS TO BE CHOSEN BY THE TEACHERS	3 HOURS
12	2	TELEPHONIC CONVERSATION: MEANING,FORMS,EXAMPLES	2 HOURS
13	2	TELEPHONIC CONVERSATIONS : PROS AND CONS,ADVANTAGES AND DISADVANTAGES	2 HOURS
14	2	TESTING OF STUDENTS' SPEAKING ABILITY BY THE TRACHERS IN THE FORM OF GDS,INTERVIEWS,PRESENTATIONS ETC.	2 HOURS
15	3	PERSONALITY : MEANING AND TYPES	2 HOURS
16	3	CONCEPT OF PERSONALITY DEVELOPMENT: AREAS TO CONSIDER	2 HOURS
17	3	PROS AND CONS OF PERSONALITY DEVELOPMENT	1 HOUR
18	3	INITIATION AS A PART OF PERSONALITY DEVELOPMENT	1 HOUR
19	3	ROLE OF PHYSICAL APPEARANCE INPERSONALITY DEVELOPMENT.SOME KEY ASPECTS OF PHYSICAL APPEARANCE	2 HOURS
20	3	AUDIENCE PURPOSE AND PERSONALITY DEVELOPMENT	2 HOURS
21	4	INTERPERSONAL SKILLS: AN INTRODUCTION	1 HOUR
22	4	USING APPROPRIATE NON-VERBAL SKILLS IN FACE- TO-FACE COMMUNICATION	1 HOUR
23	4	VIVA VOCE: DO'S AND DON'TS PLUS INTERVIEW PRACTICE BY STUDENTS	2 HOURS
24	4	PERSONAL INTERVIEWS AND GROUP INTERVIEWS AND PRACTICE BY STUDENTS	2 HOURS
25	4	GROUP DISCUSSION: DO'S AND DON'T'S,GROUP	2 HOURS

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		DISCUSSION PRACTICE TO BE EVALUATED BY TEACHERS	
26	4	SEMINARS : TIPS TO PRESENT GOOD SEMINARS,MEANING	2 HOURS
27	5	HOW TO PRESENT ONE'S VIEWS IN GDs ,SEMINARS,CONFERENCES;SOME PRACTICAL TIPS	2 HOURS
28	5	LEADERSHIP QUALITY REQUIRED TO ACTIVELY PARTICIPATE IN GDs. TIME MANAGEMENT:A KEY TO SUCCES IN GROUP DISCUSSION,SEMINARS,CONFERENCES.TIPS TO ORGANIZE POINTS AND PRESENT THEM IN A STIPULATED TIME	2 HOURS
29	5	ACHIEVING THE TARGET OF MAKING SUCCESSFUL GROUP DISCUSSIONS,SEMINARS AND CONFERENCES	2 HOURS

Submitted by

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