



**DEPARTMENT OF MATH & SCIENCE  
GOVERNMENT POLYTECHNIC KORAPUT**

<b>DISCIPLINE: MATH &amp; SCIENCE</b>	<b>Semester: 1<sup>st</sup> Semester Mechanical Branch</b>	<b>Name of the Teaching Faculty: MANORANJAN SAHU LECTURER IN ENGLISH</b>
<b>Subject: COMMUNICATIVE ENGLISH</b>	<b>No. of Days/per week class allotted: 4</b>	<b>Semester from Date: 25/10/2021 To Date: 31/01/2022 No. of Weeks: 15</b>
<b>PRE-REQUISITE:</b>	Basic knowledge of English Language, communication and grammar	
<b>COURSE OUTCOMES</b>	CO1: Understand communication. CO2: Understand the basics of English grammar and its rules. CO3: Understand and analyze prose and poetry. CO4: Develop the four skills of English language. CO5: Improve English Vocabulary.	
<b>Week</b>	<b>Class Day</b>	<b>Theory/Practical Topics</b>
1st	01	Skimming the gist
	02	Scanning for necessary information
	03	Close reading for inference and evaluation
	04	Main idea and supporting points
2nd	01	Guessing the meaning of unfamiliar words
	02	Guessing the meaning of unfamiliar words
	03	Note making
	04	Note making
3rd	01	Summarizing
	02	Summarizing
	03	Supplying a suitable title
	04	Standing up for yourself by Yevgeny Yevtushenko
4th	01	Standing up for Yourself Yevgeny Yevtushenko
	02	The Magic of Teamwork by Sam Pitroda
	03	The Magic of Teamwork by Sam Pitroda
	04	The Magic of Teamwork by Sam Pitroda
5th	01	The Inchcape Rock by Robert Southey
	02	The Inchcape Rock by Robert Southey
	03	To my true Friend by Elizabeth Pinard
	04	To my true Friend by Elizabeth Pinard
6th	01	Synonymns
	02	Antonyms
	03	Same word used in different situations in different meaning
	04	Single Word Substitute
7th	01	Countable and uncountable noun
	02	Articles and Determiners
	03	Modal verbs
	04	Tenses
8th	01	Tenses
	02	Tenses
	03	Voice Change

	04	Subject verb Agreement
9th	01	Paragraph writing: meaning and features of paragraph writing
	02	Paragraph writing: Developing ideas into paragraphs
	03	Notice
	04	Agenda
10th	01	Agenda
	02	Report writing: Format of a report, Reporting an event
	03	Report writing: Reporting News
	04	Report writing
11th	01	Letter to the Principal and Librarian
	02	Letter to the head of the Department and Hostel Superintendent
	03	Business letters: Layout of a Business letter. letter of inquiry. placing an order
	04	Business letters: execution of an order, Complaint cancellation of an Order (features, format and example)
12th	01	Job application and C. V.
	02	Job application and C. V.
	03	Job application and C. V
	04	Meaning Definition and concept of Communication
13th	01	Good Communication and Bad Communication
	02	Communication model: one-way Communication model and two-way Communication model with examples
	03	Process of communication and factors responsible for it. Sender, Message, channel. receiver. feedback., Noise, context. Audience.
	04	Meaning of professional Communication
14th	01	Types of professional communication: formal Communication: upward Communication (How it takes place, symbol, merit and demerits)
	02	Downward Communication (How it takes place. symbol, merits and Demerits)
	03	Parallel Communication (how it takes place. symbol., merits and demerits)
	04	Informal Communication: Grapevine Communication (How it takes place, symbol, merits and Demerits)
15th	01	Meaning of Nonverbal Communication, Different area of Nonverbal Communication.
	02	Kinesics or body language (Posture and gesture. facial expression and eye contact)
	03	Proxemics or Spatial language (private space. personal space, social space and public space)
	04	Language of Signs and symbols (Audio sign and visual sign in everyday life with merits and demerits)

*M. Mahesh*  
25/10/2021  
Sign of the faculty concerned

*S. Satya*  
25/10/21  
Sign of HOD