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| Discipline: Electrical/Mechanical Engg. | Semester: 2 nd | Name of the teaching faculty: Smita Mohanty |
| Subject: Communicative English | No. of days/week class allotted: 5+1 | Semester from date: 02/01/2019 To date:30/04/2019 No. of weeks: 16 |
| Week | Class Day | Theory Topics |
| 1 st | 1 st | Unit-III a) Application of English Grammar i) Countable and uncountable noun |
| | 2 nd | ii) Articles |
| | 3 rd | iii) Determiners |
| | 4 th | iv) Modal |
| | 5 th | v) Verb |
| | 6 th (Tutorial class) | Exercise |
| 2 nd | 1 st | vi) Tense |
| | 2 nd | vii) Voice Change |
| | 3 rd | viii) Voice Change |
| | 4 th | ix) Subject verb agreement |
| | 5 th | x) Subject verb agreement |
| | 6 th (Tutorial class) | Exercise |
| 3 rd | 1 st | Unit: 1 Text a) Standing up for yourself |
| | 2 nd | Standing up for yourself |
| | 3 rd | Standing up for yourself |
| | 4 th | Standing up for yourself |
| | 5 th | Standing up for yourself |
| | 6 th (Tutorial class) | Exercise |
| 4 th | 1 st | b) Magic of Team work |
| | 2 nd | Magic of Team work |
| | 3 rd | Magic of Team work |
| | 4 th | Magic of Team work |
| | 5 th | Magic of Team work |
| | 6 th (Tutorial class) | Magic of Team work |
| 5 th | 1 st | Exercise |
| | 2 nd | C) Inchcape Rock |
| | 3 rd | Inchcape Rock |
| | 4 th | Inchcape Rock |
| | 5 th | Inchcape Rock |
| | 6 th (Tutorial class) | Exercise |
| 6 th | 1 st | c) To My True Friends |
| | 2 nd | To My True Friends |

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| | 3 rd | Exercise |
| | 4 th | 1. Reading Comprehension a) Note Making |
| | 5 th | b) Summarizing |
| | 6 th (Tutorial class) | Exercise |
| 7 th | 1 st | c) Scanning |
| | 2 nd | d) Skimming |
| | 3 rd | e) Guessing the meaning of unfamiliar words f) Supplying suitable title g) Main idea and supporting points |
| | 4 th | h) Close reading for inference |
| | 5 th | Unit –ii Vocabulary a) Single word substitute |
| | 6 th (Tutorial class) | b) Same word used in different situation in different meaning c) Use of synonym and antonym |
| 8 th | 1 st | Unit – v Elements of communication a) Introduction to communication i) Meaning , definition and concept of communication ii) good communication and bad communication |
| | 2 nd | iii) Communication Model(One way communication model and two way communication model) with example |
| | 3 rd | iv) Process of Communication and factors responsible for it(sender, message, channel, receiver, feedback, noise, context) |
| | 4 th | b) Professional Communication i) Meaning of Professional communication ii) Types of Professional Communication(Formal or systematic communication) a.Upward Communication(How it takes place, merits, symbol and demerits) |
| | 5 th | b.Downward Communication(How it takes place, merits, symbol and demerits) c.Parallel Communication(How it takes place, merits, symbol and demerits) |
| | 6 th (Tutorial class) | d.Informal Communication Grapevine Communication(How it takes place, merits, symbol and demerits) |
| 9 th | 1 st | c) Non Verbal Communication a.Meaning of Non verbal communication |
| | 2 nd | b.Different areas of Non Verbal Communication i.Kinesics or body language(Postures and gestures, facial expression and eye contact) |

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| | 3 rd | ii. Proxemics or Spatial Language(private space, personal space, public space and social space) |
| | 4 th | iii. Language of signs and symbols(audio sign, visual sign in everyday life with merits and demerits) |
| | 5 th | Exercise |
| | 6 th (Tutorial class) | Exercise |
| 10 th | 1 st | <p style="text-align: center;">Unit –iv Formal writing Skills</p> <p>a) Paragraph Writing</p> <p>i. Meaning</p> <p>ii. Features of Paragraph Writing(topic statement, supporting point and plot compatibility)</p> <p>iii. Developing ideas into Paragraph(Describing place , person, objective, situation and any general topic of interest)</p> |
| | 2 nd | Exercise |
| | 3 rd | b) Notice writing |
| | 4 th | c) Agenda |
| | 5 th | d) Report writing(Format of a report, report of an event or news) |
| | 6 th (Tutorial class) | e) Writing Personal letter (Format) |
| 11 th | 1 st | f) Letter to principal |
| | 2 nd | g) Letter to Librarian |
| | 3 rd | h) Letter to Head of the department |
| | 4 th | i) Letter to Hostel superintendent |
| | 5 th | j) Writing Business letters(Layout of a business letter) |
| | 6 th (Tutorial class) | k) Letter of enquiry, Placing an order, Complaint |
| 12 th | 1 st | l) Cancellation of an order(Feature, Format and example) |
| | 2 nd | m) Job application and C.V(Feature, Format and example) |
| | 3 rd | Exercise |
| | 4 th | Revision |
| | 5 th | |
| | 6 th (Tutorial class) | |
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