

Discipline: Civil/ Metallurgy		Semester: 2nd	Name of the teaching faculty: Smita Mohanty
Subject: Communicative English		No. of days/week class allotted: 4	Semester from date: 29.01.24 To date:14.05.24
Month	Week	Class Day	Theory Topics
February	1st		Unit-III
			a) Application of English Grammar
		3rd	i) Countable and uncountable noun
		4th	ii) Articles iii) verb
	2nd	6th	iv) Determiners v) Modal
		1st	vi) Tense vii) Voice Change
		3rd	viii) Voice Change ix) Subject verb agreement
		4th	Unit: 1 Text a) Standing up for yourself
	3rd	6th	Standing up for yourself
		1st	Standing up for yourself
		3rd	b) Magic of Team work
		4th	Magic of Team work
	4th	6th	Magic of Team work
		1st	c) Inchcape Rock
		3rd	Inchcape Rock
		4th	Inchcape Rock
	5th	6th	d) To My True Friends
		1st	1. Reading Comprehension a)Note Making b) Summarizing
		3rd	c) Scanning d) Skimming
MARCH	1st	4th	e) Guessing the meaning of unfamiliar words
		6th	f) Supplying suitable title
	2nd	1st	g) Main idea and supporting points h) Close reading for inference
		3rd	Unit –ii Vocabulary
			a) Single word substitute b) Same word used in different situation in
		4th	Unit – v Elements of communication a) Introduction to communication i)Meaning , definitionand concept of communication ii) good communication and bad communication
		6th	iii) Communication Model(One way communication model and two way communication model) with example and process of communication
	3rd	1st	iv)Process of Communication and factors responsible for it(sender, message,
		3rd	v) Barriers in communication
		4th	b) Professional Communication i) Meaning of Professional communication

		6th	ii) Types of Professional Communication(Formal or systematic communication)
	4th	1st	a.Upward Communication(How it takes place, merits, symbol and demerits)
		3rd	b.Downward Communication(How it takes place, merits, symbol and
			c.Parallel Communication(How it takes place, merits, symbol and demerits)
			d.Informal Communication
			Grapevine Communication(How it takes place, merits, symbol and demerits)
		4th	c) Non Verbal Communication
			a.Meaning of Non verbal communication
			b.Different areas of Non Verbal Communication
APRIL	1ST	1ST	i.Kinesics or body language(Postures and gestures, facial expression and eye
		3rd 4th	ii.Proxemics or Spatial Language(private space, personal space, public space
			iii. Language of signs and symbols(audio sign, visual sign in everyday life with
		6th	iv. Haptics v. Appearance vi. paralinguistics
	2nd	1st	Unit –iv Formal writing Skills a) Paragraph Writing i.Meaning ii.Features of Paragraph Writing(topic
		3rd	iii.Developing ideas into Paragraph(Describing place , person, objective,
		4th	b) Notice writing
		6th	c) Agenda
	3rd	1st	d) Job application and C.V(Feature, Format and example)
		3rd	e) Report writing(Format of a report, report of an event or news)
		4th	f) Writing Personal letter (Format) g) Letter to principal h) Letter to Librarian i) Letter to Head of the department j) Letter to Hostel
		6TH	k) Writing Business letters(Layout of a business letter)
	4th	3rd	l) Letter of enquiry, Placing an order, Complaint
		6th	m) Cancellation of an order(Feature, Format and example)
	5th	1st	Revision
MAY	1st	3rd	Revision
		4th	Revision
		5th	Revision
	2nd	1st	Revision
		3rd	Revision
		4th	Revision
		6th	Revision
	3rd	1st	Revision
		3rd	Revision