

GOVERNMENT POLYTECHNIC JAIPUR

A/ P: Ragadi, Block: Korei, Dist.: Jajpur, Odisha- 755019

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GOVERNMENT POLYTECHNIC JAIPUR
DEPARTMENT OF MATHS AND SCIENCE
LESSON PLAN

Discipline	Semester	Name of the Teaching faculty: Rosalina Nath	
Subject: Communicative English	No of Days/Week class allotted: 4	Semester-2 from Date: 20.1.24 No of weeks: 15	To Date: 14.5.24
Week	Class Day	Topics	
1st	1st	Introduction	
	2nd	Reading Comprehension (Skimming , scanning)	
	3rd	Close reading	
2nd	1st	Guessing the meaning of unfamiliar words, Main idea and Supporting idea	
	2nd	Note making	
	3rd	Summarizing an unseen passage, supplying suitable titles	
	4th	Standing up for yourself	
3rd	1st	Standing up for yourself	
	2nd	Standing up for yourself	
	3rd	Standing up for yourself	
	4th	Standing up for yourself	
4th	1st	Magic of team work	
	2nd	Magic of team work	
	3rd	Magic of team work	
	4th	Magic of team work	
5th	1st	To my True Friend(poem)	
	2nd	To my True Friend (poem)	
	3rd	Inchcape Rock	
	4th	Inchcape Rock	
6th	1st	Inchcape Rock	
	2nd	Class Test	
	3rd	Vocabulary (Synonym & Antonyms)	
7th	1st	Synonym & Antonyms	
	2nd	Same word used in different situations	
	3rd	One word substitution	
	4th	One word substitution	
8th	1st	Application of Grammar- Countable and Uncountable Noun	
	2nd	Articles and Determiners	
	3rd	Articles and Determiners	
	4th	Modals	
9th	1st	Modals	
	2nd	Tense	
	3rd	Tense	
	4th	Voice Change	
	1st	Class Test	

10th	2nd	Paragraph Writing
	3rd	Notice Writing- Format and example
	4th	Agenda
11th	1st	Report writing-Format and example
	2nd	Writing personal letters
	3rd	Writing an application- To Principal and HOD
	4th	Writing an application- To Hostel Superintendent and Librarian
12th	1st	Business Letter-Enquiry letter, Order placement Letter
	2nd	letter Order placement, Execution of order
	3rd	Complaint letter
	4th	Cancellation letter
13th	1st	Job Application and C.V.
	2nd	Job Application and C.V.- Example
	3rd	Class Test
	4th	Elements of communication- Definition and feature
14th	1st	Good communication and bad communication
	2nd	Models of communication(One way vs two way), Process of communication
	3rd	Factors affecting communication
	4th	Professional Communication – meaning and Types
15th	1st	Formal Communication- Upward Communication (merits and demerits)
	2nd	Downward Communication (merits and demerits), Parallel Communication(merits and demerits)
	3rd	Informal Communication(merits and demerits)
	4th	Non-verbal Communication- Meaning, areas, Signs and symbols
16th	1st	Body language
	2nd	kinesics
	3rd	Graphics, Space and their types
	4th	Class Test

Rosaline Nalhi
6.1.24