

ACADEMIC SESSION : 2023-24(S)

Discipline : CIVIL & MECHANICAL	Semester : 2 nd	Name of the Teaching Faculty : JAMES SUNIT EKKA (LECTURER IN ENGLISH)
Subject : Communicative English	No. of days / week class allotted	Semester From date: 2 nd : 29/01/2024 to 14/05/2024 Nos. of Weeks per semester : 15
Week	Class Day	Theory/ Practical Topics
1 ST	1 st	VOCABULARY Use of synonyms
	2 nd	, antonyms
	3 rd	Single word substitute
	4 th	Standing Up For Yourself By Yevgeny Yevtushenko
2 ND	1 st	Standing Up For Yourself By Yevgeny Yevtushenko
	2 nd	Standing Up For Yourself By Yevgeny Yevtushenko
	3 rd	Notice Agenda
	4 th	Modal Verbs
3 RD	1 st	Tenses
	2 nd	Tenses
	3 rd	Tenses
	4 th	Voice-change
4 TH	1 st	Voice-change
	2 nd	Voice-change
	3 rd	Articles and Determiners
	4 th	Articles and Determiners
5 TH	1 st	Articles and Determiners
	2 nd	Articles and Determiners
	3 rd	Subject-verb Agreement
	4 th	Subject-verb Agreement
6 TH	1 st	Subject-verb Agreement
	2 nd	Countable an Uncountable Noun
	3 rd	Same word used in different situations in different meaning
	4 th	Reading comprehension
7 TH	1 st	Reading comprehension
	2 nd	Reading comprehension
	3 rd	Meaning, Definition and concept of communication Good Communication and Bad Communication
	4 th	Communication model ❑ One-way Communication Model and Two-way Communication Model with examples Process of communication and factors responsible for it ❑ Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context

8 TH	1 st	Meaning of professional communication Types of professional communication Formal or Systematic Communication
	2 nd	Upward communication (How it takes place, symbol, merits and demerits)
	3 rd	Down-ward communication (How it takes place, symbol, merits and demerits)
	4 th	Parallel communication (How it takes place, symbol, merits and demerits)
9 TH	1 st	Informal communication ☐ Grape vine communication (How it takes place, symbol, merits and demerits)
	2 nd	The Magic Of Teamwork By Sam Pitroda
	3 rd	The Magic Of Teamwork By Sam Pitroda
	4 th	The Magic Of Teamwork By Sam Pitroda
10 TH	1 st	Meaning of nonverbal Communication Different areas of Non-verbal Communication
	2 nd	Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
	3 rd	Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
	4 th	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
11 TH	1 st	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
	2 nd	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)
	3 rd	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)
	4 th	1. Paragraph writing ☐ Meaning ☐ Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility) ☐ Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)
12 th	1 st	1. Paragraph writing ☐ Meaning ☐ Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility) ☐ Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)
	2 nd	4. Report writing (Format of a Report, Reporting an event / news) 5. Writing personal letter

	3 rd	6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent
	4 th	7. Writing Business letters ☑ Layout of a Business Letter
13 th	1 st	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
	2 nd	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
	3 rd	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
	4 th	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)
14 th	1 st	Job application and C.V.(Features, Format and example)
	2 nd	Job application and C.V.(Features, Format and example)
	3 rd	Job application and C.V.(Features, Format and example)
	4 th	Countable an Uncountable Noun Inchcape Rock By Robert Southey
15 th	1 st	Inchcape Rock By Robert Southey
	2 nd	Inchcape Rock By Robert Southey
	3 rd	To My True Friend By Elizabeth Pinard
	4 th	To My True Friend By Elizabeth Pinard

① Emma
25/01/24

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