



UTKAL INSTITUTE OF ENGINEERING & TECHNOLOGY

DISCIPLINE: All Branch	SEMESTER: 1st Sem	NAME OF THE TEACHING FACULTY: Mrs. Geeta Sahoo	
SUBJECT: COMMUNICATIVE ENGLISH	No of Days/Per week class allotted: 4 Class P/W(60)	Semester From Date:25/10/2022 To Date:31/01/2023 No. Of Weeks: 15	
WEEK	CLASS DAY	THEORY TOPICS	REMARKS
1 st	1 st	LITERATURE APPRECIATION 1. Reading comprehension ,Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words. A student should get acquainted with sub-skills of reading for the purpose of: Skimming the gist	Date Dean/Principal
	2 nd	Scanning for necessary information ,Close reading for inference and evaluation	
	3 rd	Main idea and supporting points , Guessing the meaning of un-familiar words	
	4 th	Note- making,Summarizing	
2 nd	1 st	Doubt clear class	
	2 nd	Supplying a suitable title	
	3 rd	2. Text The following chapter from "Invitation to English", Book-1 for +2 students of CHSE, Odisha.2016 reprint to be covered in class room: Standing Up For Yourself By Yevgeny Yevtushenko	
	4 th	Assignment	
3 rd	1 st	Assignment question Discussion	
	2 nd	The Magic Of Teamwork By Sam Pitroda , Inchcape Rock By Robert Southey	

	3 rd	VOCABULARY Use of synonyms, antonyms , Same word used in different situations in different meaning		
	4 th	Single word substitute		
4 th	1 st	APPLICATION OF ENGLISH GRAMMAR		
	2 nd	Countable an Uncountable Noun		
	3 rd	Articles and Determiners		
	4 th	Modal Verbs		
5 th	1 st	Class Test		
	2 nd	Tenses , Voice-change		
	3 rd	Subject-verb Agreement		
	4 th	FORMAL WRITING SKILLS 1. Paragraph writing		
6 th	1 st	Meaning , Features of Paragraph Writing (Topic Statement, Supporting Points and Plot Compatibility		
	2 nd	Assignment		
	3 rd	Developing Ideas into Paragraphs (Describing Place/ Person/ Object /Situation and any general topic of interest)		
	4 th	2. Notice 3. Agenda		
7 th	1 st	4. Report writing (Format of a Report, Reporting an event / news)		
	2 nd	Doubt Clear Class		
	3 rd	5. Writing personal letter 6. Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent		
	4 th	Assignment		
8 th	1 st	Assignment question Discussion		
	2 nd	7. Writing Business letters , Layout of a Business Letter		
	3 rd	Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order(Features, Format and example)		
	4 th	Doubt Clearing Class and Assignment Questions Discussion.		
9 th	1 st	8. Job application and C.V.(Features, Format and example)		
	2 nd	UNIT-V ELEMENTS OF COMMUNICATION A. Introduction to Communication		
	3 rd	1. Meaning, Definition and concept of communication		

	4 th	2. Good Communication and Bad Communication		
10 th	1 st	3. Communication model		
	2 nd	One-way Communication Model and Two-way Communication Model with examples		
	3 rd	Doubt clear class		
	4 th	4. Process of communication and factors responsible for it , Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context		
11 th	1 st	Doubt Clear Class		
	2 nd	Revision		
	3 rd	B. Professional Communication		
	4 th	1. Meaning of professional communication		
12 th	1 st	Doubt Clear Class		
	2 nd	Revision Class		
	3 rd	2. Types of professional communication		
	4 th	Last Class Discussion		
13 th	1 st	Upward communication (How it takes place, symbol, merits and demerits)		
	2 nd	Down-ward communication (How it takes place, symbol, merits and demerits)		
	3 rd	Doubt clear class		
	4 th	Parallel communication (How it takes place, symbol, merits and demerits)		
14 th	1 st	Informal communication , Grape vine communication (How it takes place, symbol, merits and demerits)		
	2 nd	Discussion Sample paper question		
	3 rd	D. Non- Verbal Communication 1. Meaning of nonverbal Communication		
	4 th	2. Different areas of Non-verbal Communication ,Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)		
	1 st	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)		
	2 nd	Discussion Sample paper question		

15th

3 rd	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)		
4 th	Doubt Clear Clss		

Tejaswini Dal

HOD

Chittaranjan Parida

DEAN



PRINCIPAL