

ENGINEERING & TECHNOLOGY UTKAL INSTITUTE OF



WEEK	CLASS DAY	THEORY TOPICS	REMARKS	
DISCIPLINE: All Branch	SEMESTER: 1st Sem	NAME OF THE TEACHING FACULTY: Miss. Kamalini Lenka		
SUBJECT: COMMUNICATIVE ENGLISH	No of Days/Per week class allotted: 4 Class P/W(60)	Semester From Date:14/08/2023 To Date:11/12/2023 No. Of Weeks: 15		
1st	1st	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
1st	2nd	Scanning for necessary information ,Close reading for inference and evaluation		
	3rd	Main idea and supporting points , Guessing the meaning of un-familiar words		
	4th	Note- making,Summarizing		
	2nd	1st	Doubt clear class	
2nd	2nd	Supplying a suitable title		
	3rd	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		
	4th	Assignment		
	1st	Assignment question Discussion		
3rd	2nd	The Magic Of Teamwork By Sam Pitroda , Inchcape Rock By Robert Southey		
	3rd	VOCABULARY Use of synonyms, antonyms , Same word used in different situations in different meaning		
	4th	Single word substitute		
	1st	APPLICATION OF ENGLISH GRAMMAR		
4th	2nd	Countable an Uncountable Noun		
	3rd	Articles and Determiners		
	4th	Modal Verbs		
	1st	Class Test		
5th	2nd	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		

13th	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)		
14th	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)		
15th	1 st	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)		
	2 nd	Discussion Sample paper question		
	3 rd	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)		
	4 th	Doubt Clear Clss		

HOD

DEAN

PRINCIPAL

Chittaranjan Parida

Tejashwini Das

[Signature]