

DISCIPLINE: <i>ELECTRICAL ENGINEERING</i>	SEMESTER: 1ST	NAME OF THE FACULTY: SIMANTINI BHOI (LECT. IN. ENGLISH)
SUBJECT: COMMUNICATIVE ENGLISH	NO. OF DAYS/PER WEEK CLASS ALLOTTED	SEMESTER FROM DATE:- 16.08.2023 TO 11.12.2023 NO. OF WEEKS:15
WEEK	CLASS/ DAY	THEORY
1ST	1ST	COMPREHENSION OF A GIVEN PASSAGE, SKIMMING THE GIST, SCANNING FOR NECESSARY INFORMATION, AND PRACTICE
	2ND	CLOSE READING FOR INFERENCE AND EVALUATION OF MAIN IDEAS AND SUPPORTING POINTS AND PRACTICE
	3RD	GUESSING THE MEANING OF UNFAMILIAR WORDS OF THE GIVEN PASSAGE AND POINTING OUT KEY CONCEPTS
	4TH	NOTE MAKING
2ND	1ST	NOTE MAKING
	2ND	SUMMARIZING THE GIVEN PASSAGE SUPPLYING OF SUITABLE TITLES BY SEARCHING KEY POINTS
	3RD	SUMMARIZING THE GIVEN PASSAGE SUPPLYING OF SUITABLE TITLES BY SEARCHING KEY POINTS
	4TH	STANDING UP FOR YOURSELF UNIT 1 READING AND EXPLANATION
3RD	1ST	STANDING UP FOR YOURSELF UNIT 2 READING AND EXPLANATION
	2ND	STANDING UP FOR YOURSELF UNIT 3 READING AND EXPLANATION
	3RD	STANDING UP FOR YOURSELF UNIT 4

		READING AND EXPLANATION
	4TH	THE MAGIC OF TEAMWORK UNIT 1 READING AND EXPLANATION
4TH	1ST	THE MAGIC OF TEAMWORK UNIT 2 READING AND EXPLANATION
	2ND	THE MAGIC OF TEAMWORK UNIT 3 READING AND EXPLANATION
	3RD	THE MAGIC OF TEAMWORK UNIT 4 READING AND EXPLANATION
	4TH	THE INCHCAPE ROCK
5TH	1ST	THE INCHCAPE ROCK
	2ND	THE INCHCAPE ROCK
	3RD	TO MY TRUE FRIEND
	4TH	TO MY TRUE FRIEND
6TH	1ST	USES OF SYNONYMS AND ANTONYMS
	2ND	USES OF SYNONYMS AND ANTONYMS
	3RD	SAME WORDS USED IN DIFFERENT SITUATIONS
	4TH	SAME WORDS USED IN DIFFERENT SITUATIONS
7TH	1ST	SINGLE WORD SUBSTITUTIONS
	2ND	COUNTABLE AND UNCOUNTABLE NOUNS
	3RD	ARTICLES AND DETERMINERS
	4TH	MODAL VERBS
8TH	1ST	TENSES
	2ND	TENSES
	3RD	VOICE CHANGE
	4TH	VOICE CHANGE
9TH	1ST	SUBJECT-VERB AGREEMENT

	2ND	PARAGRAPH WRITING:MEANING FEATURES OF PARAGRAPH WRITING(TOPIC MENT, SUPPORTING POINTS AND PLOT COMPATIBILITY)
	3RD	DEVELOPING IDEAS INTO PARAGRAPHS (DESCRIBINGPLACE/PERSON/OBJECT/SITU ATION)
	4TH	NOTICE WRITING
10TH	1ST	AGENDA WRITING
	2ND	REPORT WRITING:REPORTING AN EVENT
	3RD	REPORT WRITING:REPORTING A NEWS
	4TH	WRITING PERSONAL LETTER
11TH	1ST	WRITING PERSONAL LETTERS
	2ND	LETTER TO PRINCIPAL AND HOD
	3RD	LETTER TO LIBRARIAN
	4TH	LETTER TO HOSTEL SUPERINTENDENT
12TH	1ST	LAY OUT OF ABUSINESS LETTER ANDS LETTER OF ENQUIRY
	2ND	PLACING AN ORDER AND EXECUTION OF AN ORDER LETTER
	3RD	COMPLAINT LETTER AND CANCELLATION LETTER
	4TH	JOB APPLICATION AND CV
13TH	1ST	INTRODUCTION TO COMMUNICATION--- MEANING DEFINITION AND CONCEPT OF COMMUNICATION
	2ND	GOOD COMMUNICATION AND BAD COMMUNICATION
	3RD	COMMUNICATION MODEL
	4TH	PROCESS OF COMMUNICATION AND FACTOR RESPONSIBLE FOR IT
14TH	1ST	PROFESSIONAL COMMUNICATION---

		MEANING AND TYPES OF PROFESSIONAL COMMUNICATION
	2ND	FORMAL COMMUNICATION: UPWARD COMMUNICATION
	3RD	DOWNWARD AND PARALLEL COMMUNICATION
	4TH	INFORMAL COMMUNICATION: INFORMAL COMMUNICATION(HOW IT TAKES PLACE, ITS MERIT AND DEMERITS)
15TH	1ST	NON VERBAL COMMUNICATION--- MEANING AND ITS DIFFERENT AREAS
	2ND	KINESICS OR BODY LANGUAGE(POSTURES&GESTURES, FACIAL EXPRESSION,EYE CONTACT)
	3RD	PROXEMICS OR SPATIAL LANGUAGE (PRIVATE SPACE, PERSONAL SPACE,SOCIAL SPACE,PUBLIC SPACE)
	4TH	LANGUAGE OF SIGN AND SYMBOLS (AUDIO SIGNS & VISUAL SIGNS IN EVERYDAY LIFE WITH MERITS AND DEMERITS)