

Discipline: MECHANICAL ENGG.	Semester :2 nd	Name of the Teaching Faculty: MR.SUKANTA PRADHAN
Subject: COMMUNICATIVE ENGLISH	No. of days/per week class allotted: 04	Semester From date No. of Weeks: 15
Week	Class Day	Theory
1 ST	1 ST	INTRODUCTION TO LITERATURE APPRECIATION
	2 ND	SKIMMING THE GIST AND SCANNING FOR NECESSARY INFORMATION OF AN UNSEEN PASSAGE
	3 RD	CLOSE READING FOR INFERENCE AND EVALUATION, TRACING OUT THE MAIN IDEA AND ITS SUPPORTING POINTS
	4 TH	GUESSING THE MEANING OF UNFAMILIAR WORDS, NOTE-MAKING, SUMMARIZING, SUPPLYING A SUITABLE TITLE
2 ND	1 ST	PRACTICE OF UNSEEN PASSAGE
	2 ND	PRACTICE OF NOTE MAKING
	3 RD	PRACTICE OF SUMMERIZING
	4 TH	PRACTICE OF PASSAGE WRITING
3 RD	1 ST	STANDING UP FOR YOURSELF READING AND EXPLANATION
	2 ND	STANDING UP FOR YOURSELF READING AND EXPLANATION
	3 RD	QUESTION AND ANSWER DISCUSSION
	4 TH	INCHCAPE ROCK READING AND EXPLANATION
4 TH	1 ST	INCHCAPE ROCK READING AND EXPLANATION
	2 ND	QUESTION AND ANSWER DISCUSSION
	3 RD	THE MAGIC OF TEAMWORK READING AND EXPLANATION
	4 TH	THE MAGIC OF TEAMWORK READING AND EXPLANATION
5 TH	1 ST	QUESTION AND ANSWER DISCUSSION
	2 ND	TO MY TRUE FRIEND READING AND EXPLANATION
	3 RD	TO MY TRUE FRIEND READING AND EXPLANATION
	4 TH	QUESTION AND ANSWER DISCUSSION
6 TH	1 ST	SYNONYMS AND ANTONYMS
	2 ND	SAME WORD USED IN DIFFERENT SITUATIONS AND IN DIFFERENT MEANING
	3 RD	SINGLE WORD SUBSTITUTE, ,
	4 TH	COUNTABLE NOUN AND UNCOUNTABLE NOUN TENSES
7 TH	1 ST	ARTICLES AND DETERMINERS
	2 ND	MODAL VERBS
	3 RD	MODAL VERBS
	4 TH	TENSES
8 TH	1 ST	TENSES
	2 ND	TENSES
	3 RD	VOICE CHANGE
	4 TH	SUBJECT-VERB AGREEMENT
9 TH	1 ST	NOTICE AND AGENDA
	2 ND	PARAGRAPH WRITING
	3 RD	FEATURES OF PARAGRAPH WRITING
	4 TH	DEVELOPING IDEAS INTO PARAGRAPHS
10 TH	1 ST	PRACTICE
	2 ND	REPORT WRITING PARALLEL
	3 RD	WRITING PERSONAL LETTER
	4 TH	LETTER TO PRINCIPAL

11 TH	1 ST	LETTER TO LIBRARIAN
	2 ND	LETTER TO HOD
	3 RD	LETTER TO HOSTEL SUPERINTENDENT
	4 TH	LAYOUT OF A BUSINESS LETTER
12 TH	1 ST	LETTER OF ENQUIRY
	2 ND	LETTER OF ORDER
	3 RD	LETTER OF COMPLAINT
	4 TH	CANCELLATION OF AN ORDER
13 TH	1 ST	JOB APPLICATION
	2 ND	C.V/ RESUME
	3 RD	MEANING AND TYPES OF COMMUNICATION
	4 TH	COMMUNICATION MODEL
14 TH	1 ST	PROCESS OF COMMUNICATION AND FACTORS RESPONSIBLE FOR IT
	2 ND	MEANING AND TYPES OF PROFESSIONAL COMMUNICATION DIFFERENT AREAS OF NONVERBAL COMMUNICATION
	3 RD	FORMAL COMMUNICATION AND ITS TYPE
	4 TH	UPWARD COMMUNICATION, DOWNWARD COMMUNICATION AND PARALLEL COMMUNICATION KINESICS
15 TH	1 ST	INFORMAL COMMUNICATION AND ITS TYPE
	2 ND	NON-VERBAL COMMUNICATION
	3 RD	KINESICS OR BODYLANGUAGE & PROXEMICS OR SPATIAL LANGUAGE
	4 TH	LANGUAGE OF SIGNS AND SYMBOLS

Learning Resources

1. INVITATION TO ENGLISH, BOOK-1 CHSE (2016 REPRINT), ODISHA
2. WREN AND MARTIN HIGH SCHOOL ENGLISH GRAMMAR , NDV PRASAD RAO, S.CHAND PUBLICATION
3. COMMUNICATION SKILLS, BANDITA SATPATHY