

LESSON PLAN OF 1ST YEAR STUDENTS OF GOVT. POLYTECHNIC , JAGATSINGHPUR

Branch: Civil and Mechanical engg. Subject: Comm. English	Semester: 1 st No. of days/per week class allotted: 4 Total weeks:15	Name of the teaching Faculty: Miss. Ipsita Behera Semester from Date 9/11/2020 to 31/03/2021	Delivery Method
1st	Class Day 1 st	Theory/Practical Topics Unit 1: Literature Appreciation <ul style="list-style-type: none"> • Reading comprehension of unknown passages in about 200-250 words 	Blackboard and chalk .Reading Passages from Books
	2nd	<ul style="list-style-type: none"> • Note- making 	
	3rd	<ul style="list-style-type: none"> • Summarizing the unknown passage 	
	4th	<ul style="list-style-type: none"> • Supplying a suitable title to the passage 	
2nd	1st	<u>Standing up for yourself</u> By Yevgeny Yevtushenko	Blackboard and chalk
	2nd		
	3rd		
	4th		
3rd	1st	<u>Inchcape Rock</u> poetry by Robert Southey	Blackboard and chalk
	2nd		
	3rd		
	4th		
4th	1st	<u>The Magic of Teamwork</u> prose By Sam Pitroda	Blackboard and chalk
	2nd		
	3rd		
	4th		
5th	1st	<u>To My True Friend</u> Poem by Elizabeth Pinard	Blackboard and chalk
	2nd		
	3rd		
	4th		
6th	1st	Unit-ii Vocabulary <ul style="list-style-type: none"> • Use of synonyms 	Blackboard and chalk
	2nd	<ul style="list-style-type: none"> • Use of antonyms 	

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	3rd	<ul style="list-style-type: none"> • Same word used in different situations in different meaning 	Blackboard and chalk
	4th	<ul style="list-style-type: none"> • Single word substitute 	Blackboard and chalk
7th	1st	Single word substitute	Blackboard and chalk
	2nd	Unit-iii Application of Grammar <ul style="list-style-type: none"> • Parts of speech 	
	3rd	Countable and Uncountable nouns	
	4th	Articles	
8th	1st	Determiners and its uses	Blackboard and chalk
	2nd	Modal Verbs	
	3rd	Tenses	
	4th	Voice Change	
9th	1st	Subject-verb Agreement	Blackboard and chalk
	2nd	Unit-iv Formal writing skills <ul style="list-style-type: none"> • Paragraph writing 	
	3rd	Features of paragraph writing (Topic statement, supporting points and plot compatibility)	
	4th	Developing ideas into Paragraphs	
10th	1st	Notice writing	Blackboard and chalk
	2nd	Agenda writing	
	3rd	Report writing <ul style="list-style-type: none"> • Format of a report 	
	4th	Reporting a news or event	
11th	1st	Writing personal letters	Blackboard and chalk
	2nd		
	3rd	Formal letters: Letters to the Principal To the librarian	
	4th	Letters to the Head of the Deptt. To the Hostel superintendent	

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12th	1st	Writing Business letters: lay out of a business letter Letter of Enquiry Placing an order, Execution of an order	Blackboard and chalk
	2nd	Complaint letter Cancellation of an order	
	3rd	Job Application	
	4th	C V	
13th	1st	Unit-v Elements of Communication <ul style="list-style-type: none"> • Meaning, Definition and concept of communication • Good communication and Bad communication 	Blackboard and chalk
	2nd	Communication Model	
	3rd	Process of Communication and factors responsible for it	
	4th	Professional communication. Formal or systematic communication	
14th	1st	Informal communication Parallel communication	Blackboard and chalk
	2nd	Non-verbal communication Kinesics or Body Language	
	3rd	proxemics	
	4th	Language of signs and symbols	
15th	1st	Doubt Clearing	Blackboard and chalk
	2nd	Revision	
	3rd	Previous year question discussion	
	4th	Revision	

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Learning Resources:

- Invitation to English , Book-1(for +2 students) ,CHSE , Odisha
- Invitation to English , Book-2(for +2 students) ,CHSE , Odisha
- Invitation to English , Book-3(for +2 students) ,CHSE , Odisha
- Invitation to English , Book-4(for +2 students) ,CHSE , Odisha
- Wren and Martin High school English Grammar , Dr. NDV Prasad Rao , S. chand publication
- Communication Skills , Sanjay Kumar and Puspallata , Oxford University Press

Signature of faculty

Signature of HOD