

**PNS SCHOOL OF ENGINEERING & TECHNOLOGY, MARSHAGHAI**  
**DEPARTMENT OF SCIENCE AND HUMANITIES**  
**LESSON PLAN**

DISCIPLINE : ELECTRICAL ENGG		NAME OF THE TEACHING FACULTY: MRS SONALISHA NAYAK	
SEMESTER: 1ST			
SUBJECT: COMM. ENGLISH			
NO. OF DAYS/WEEK CLASS ALLOTTED: 04		SEMESTER FROM DATE: 16/08/2023 TO DATE: 11/12/2023 NO OF WEEKS: 17	
WEEK		CLASS DAY	THEORY TOPICS
1st week	UNIT 1	1	Skimming the gist
		2	Scanning for necessary information
		3	Close reading for inference and evaluation
		4	Main idea and supporting points
2nd week		5	Guessing the meaning of un-familiar words
		6	Note- making
		7	Note- making
		8	Summarizing
3rd week		9	Summarizing
		10	Supplying a suitable title
		11	Standing Up For Yourself By Yevgeny Yevtushenko
		12	Standing Up For Yourself By Yevgeny Yevtushenko
4th week		13	Standing Up For Yourself By Yevgeny Yevtushenko
		14	The Magic Of Teamwork By Sam Pitroda
		15	The Magic Of Teamwork By Sam Pitroda
		16	The Magic Of Teamwork By Sam Pitroda
5th week		17	Inchcape Rock By Robert Southey
		18	Inchcape Rock By Robert Southey
		19	To My True Friend By Elizabeth Pinard
		20	To My True Friend By Elizabeth Pinard
	UNIT 2	21	Use of antonyms

6th week		22	Use of synonyms
		23	Same word used in different situations in different meaning
		24	Same word used in different situations in different meaning
7th week		25	Single word substitute
	UNIT 3	26	Countable an Uncountable Noun
		27	Articles
		28	Determiners
8th week		29	Modal Verbs
		30	Tenses
		31	Tenses
		32	Voice-change
9th week		33	Subject-verb Agreement
	UNIT 4	34	Paragraph writing Meaning
		35	Features of Paragraph Writing ( Topic Statement, Supporting Points and Plot Compatibility)
		36	Paragraph writing Developing Ideas into Paragraphs ( Describing Place/ Person/ Object /Situation and any general topic of interest)
10th week		37	Notice
		38	Agenda
		39	Report writing (Format of a Report, Reporting an event / news)
		40	Writing personal letter
11th week		41	Writing personal letter
		42	Letter to the Principal, Librarian,
		43	Letter to the Head of the Deptt, and Hostel Superintendent
		44	Writing Business letters ☐ Layout of a Business Letter
12th week		45	Letter of Enquiry, Placing an Order, Execution of an Order
		46	Letter of Complaint, Cancellation of an order(Features, Format and example)
		47	Job application.(Features, Format and example)

		48	C.V.(Features, Format and example)
13th week	UNIT 5	49	Meaning, Definition and concept of communication
		50	Good Communication and Bad Communication
		51	Communication model ☐ One-way Communication Model and Two-way Communication Model with examples
		52	Process of communication and factors responsible for it ☐ Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context
14th week		53	Meaning of professional communication
		54	Types of professional communication 2.1. Formal or Systematic Communication ☐ Upward communication (How it takes place, symbol, merits and demerits)
		55	Down-ward communication (How it takes place, symbol, merits and demerits) ☐ Parallel communication (How it takes place, symbol, merits and demerits)
		56	Informal communication ☐ Grape vine communication (How it takes place, symbol, merits and demerits)
15th week		57	Meaning of nonverbal Communication
		58	Different areas of Non-verbal Communication ☐ Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)
		59	Proxemics or Spatial Language (Private Space, Personal Space, Social Space, Public Space)
		60	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)

Sunakar Singh.

Signature of the HOD

Sonalisha Rayan

Signature of the Teacher