

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

| DISCIPLINE : CIVIL,CS,ETC 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                                 |

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| 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)  |

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|           |        | 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