

UTKAL GOURAV MADHUSUDAN INSTITUTE OF TECHNOLOGY, RAYAGADA

Academic Lesson Plan for 2nd Semester - 2024 (summer)

Name of the teaching faculty-Miss Konna Divya, Guest Faculty(English),

Discipline department- Mathematics & science,

Semester: 2nd,

Subject: Theory 1A : Communicative English,

No. of periods per week: 4,

Total periods: 60,

End Semester Exam.: 80 Marks

Class Test (I.A.) : 20 Marks,

Total Marks: 100 Marks

Week	Period	Unit / Chapter	Topic to be covered
1st	1st	Unit-1-A	Unit-1-A : Literature Appreciation Skimming the gist and scanning for necessary information
	2nd	Unit-1	Close reading for inference and evaluation main idea and supporting points.
	3rd	Unit-1	Guessing the meaning of unfamiliar words and note- making
	4th	Unit-1	Summarizing and supplying a suitable title.
2nd	1st	Unit-1-B	Unit-1-B : Standing up for yourself Unit-1 Chapter discussion
	2nd	Unit -1	Unit-2 chapter discussion
	3rd	Unit-1	Unit-3 Q/A discussion
	4th	Unit-1	Unit-4& Q/A discussion
3rd	1st		The magic of team work Unit-1 Chapter discussion
	2nd	“	Unit-2Chapter discussion
	3rd	“	Unit-3&Q/A discussion
	4th	“	Unit-4&Q/A discussion
4th	1st		The Inchcape rock Unit-1Chapter discussion
	2nd	“	Unit-2 Chapter discussion
	3rd	“	Unit-3&Q/A discussion
	4th	“	Q/A. Discussion
5th	1st		To my true friend Stanza 1to5 discussion
	2nd	“	Stanza 6to9 discussion
	3rd	“	Q/A discussion
	4th	“	Q/A discussion

6th	1st	Unit-2	Unit-2: Vocabulary Synonyms
	2nd	“	Antonyms
	3rd	“	Same word used in different situations in different meaning
	4th	“	Single word substitution
7th	1st	Unit-3	Unit-3: Application of English grammar Countable and uncountable noun
	2nd	“	Articles and determiners
	3rd	“	Modal verbs
	4th	“	Voice change
8th	1st	“	Subject-verb agreement
	2nd	“	Present tense
	3rd	“	Past tense
	4th	“	Future tense
9th	1st	Unit-4	Unit-4 : Formal writing skills Paragraph writing
	2nd	“	Features of paragraph writing
	3rd	“	Developing ideas into paragraphs
	4th	“	Notice writing
10th	1st	“	Agenda writing
	2nd	“	Report writing
	3rd	“	Writing personal letter
	4th	“	Application to the principal & librarian
11th	1st	“	Application to the H.O.D. & hostel superintendent
	2nd	“	Writing business letter
	3rd	“	Letter of enquiry & placing an order
	4th	“	Execution of an order & complaint
12th	1st	“	Cancellation of an order
	2nd	“	Job application
	3rd	“	Job application with C.V.
	4th	“	C.W. of writing application
13th	1st	Unit-5A	Unit-5a: Elements of Communication Meaning & definition
	2nd	“	Good & bad communication
	3rd	“	Communication model
	4th	“	Process of communication
14th	1st	Unit-5B	Unit-5B : Professional Communication Meaning of professional communication
	2nd	“	Types of professional communication
	3rd	“	Upward communication, Merits and Demerits etc.

	4th	“	Downward communication, Merits and Demerits, etc.
15th	1st	Unit-5C	Unit-5C: Non- verbal communication Meaning of non- verbal communications
	2nd	“	Kinesics or body language
	3rd	“	Proxemics or spatial language
	4th	“	Language of signs and symbols

Miss Konna Divya, Guest Faculty
 Dept. of Mathematics & Science
 UGMIT, Rayagada