

# 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: PR 1A : Communicative English Lab.,

No. of periods per week: 4,

Total periods: 60,

Sessional : 50 Marks,

Total Marks: 50 Marks

Week	Period	Unit/ Chapter	Topics to be covered
1st	1st	Unit-1	<b>Unit-1: Listening Skills</b> Introduction & objective
	2nd	Unit-1	Important of listening skills
	3rd	Unit-1	Listening process
	4th	Unit-1	Types of listening
2nd	1st	Unit-1	Tips for effective listening
	2nd	Unit-1	Phonetics
	3rd	Unit-1	Classification of sounds in English
	4th	Unit-1	Pure vowels
3rd	1st	Unit-1	Consonants
	2nd	Unit-1	Reading comprehension
	3rd	Unit-2	<b>Unit-2: Speaking Skills</b> Introduction of speaking skills
	4th	Unit-2	Syllabic division
4th	1st	Unit-2	Intonation and sentence stress
	2nd	Unit-2	Types of intonation
	3rd	Unit-2	Greetings to friends
	4th	Unit-2	Greeting people you don't know
5th	1st		Self introduction
	2nd	Unit-2	Important tips for self introduction
	3rd	Unit-2	Telephonic conversation
	4th	Unit-2	Handling calls
6th	1st	Unit-2	Understanding telephonic communication
	2nd	Unit-2	Asking for and giving information
	3rd	Unit-2	Reading skills
	4th	Unit-2	Role play
7th	1st	Unit-2	Important of non- verbal communications
	2nd	Unit-2	Useful phrases
	3rd	Unit-2	Making request
	4th	Unit-2	Difference between face to face conversation and telephonic conversation

8th	1st	Unit-2	Tense (Present/Past)
	2nd	Unit-2	Future tense and sentence structure
	3rd	Unit-3	<b>Unit-3 : Personality Development</b> Introduction of Personality development
	4th	Unit-3	Personality determinants
9th	1st	Unit-3	Traits for building positive personality
	2nd	Unit-3	Personal grooming
	3rd	Unit-3	Grooming-men
	4th	Unit-3	Grooming- women
10th	1st	Unit-3	Tips for good personality
	2nd	Unit-3	Benefits of personality development
	3rd	Unit-3	Book reading practice
	4th	Unit-3	Q & A discussion
11th	1st	Unit-4	<b>Unit-4 : Interpersonal Skills</b> Introduction of interpersonal skills
	2nd	Unit-4	Hierarchical communication
	3rd	Unit-4	How to develop communication skills
	4th	Unit-4	Tips for developing good communication skills
12th	1st	Unit-4	Types of interview
	2nd	Unit-4	How to make a good impression
	3rd	Unit-4	Tips for overcome communication fear
	4th	Unit-4	Basic interview questions
13th	1st	Unit-4	Behavioural interview questions
	2nd	Unit-4	Discuss some viava questions
	3rd	Unit-5	<b>Unit-5 : Presenting in Group Discussion, Seminars &amp; Conference</b> Introduction & objective
	4th	Unit-5	Presentation style
14th	1st	Unit-5	Presentation content
	2nd	Unit-5	Right body language in presentation
	3rd	Unit-5	Strategies for public speaking & successful presentation
	4th	Unit-5	Group communication
15th	1st	Unit-5	Group discussion
	2nd	Unit-5	Seminars & conference
	3rd	Unit-5	Do's of participating in G.D.
	4th	Unit-5	Doesn't of participating in a G.D.

Miss Konna Divya, GF(English),

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