

Discipline: Electrical/Mechanical Engg.	Semester: 2 nd	SUDHANANDA ENGINEERING & RESEARCH CENTRE
Subject: Communicative English	No. of days/week class allotted: 5+1	FACULTY NAME: JOGESH BEHERA
Week	Class Day	Theory Topics
1 st	1 st	Unit-III a) Application of English Grammar i) Countable and uncountable noun
	2 nd	ii) Articles
	3 rd	iii) Determiners
	4 th	iv) Modal
	5 th	v) Verb
	6 th (Tutorial class)	Exercise
2 nd	1 st	vi) Tense
	2 nd	vii) Voice Change
	3 rd	viii) Voice Change
	4 th	ix) Subject verb agreement
	5 th	x) Subject verb agreement
	6 th (Tutorial class)	Exercise
3 rd	1 st	Unit: 1 Text a) Standing up for yourself
	2 nd	Standing up for yourself
	3 rd	Standing up for yourself
	4 th	Standing up for yourself
	5 th	Standing up for yourself
	6 th (Tutorial class)	Exercise
4 th	1 st	b) Magic of Team work
	2 nd	Magic of Team work
	3 rd	Magic of Team work
	4 th	Magic of Team work
	5 th	Magic of Team work
	6 th (Tutorial class)	Magic of Team work
5 th	1 st	Exercise
	2 nd	C) Inchcape Rock
	3 rd	Inchcape Rock
	4 th	Inchcape Rock
	5 th	Inchcape Rock
	6 th (Tutorial class)	Exercise
6 th	1 st	c) To My True Friends
	2 nd	To My True Friends

	3 rd	Exercise
	4 th	1. Reading Comprehension a) Note Making
	5 th	b) Summarizing
	6 th (Tutorial class)	Exercise
7 th	1 st	c) Scanning
	2 nd	d) Skimming
	3 rd	e) Guessing the meaning of unfamiliar words f) Supplying suitable title g) Main idea and supporting points
	4 th	h) Close reading for inference
	5 th	Unit –ii Vocabulary a) Single word substitute
	6 th (Tutorial class)	b) Same word used in different situation in different meaning c) Use of synonym and antonym
8 th	1 st	Unit – v Elements of communication a) Introduction to communication i) Meaning , definition and concept of communication ii) good communication and bad communication
	2 nd	iii) Communication Model(One way communication model and two way communication model) with example
	3 rd	iv) Process of Communication and factors responsible for it(sender, message, channel, receiver, feedback, noise, context)
	4 th	b) Professional Communication i) Meaning of Professional communication ii) Types of Professional Communication(Formal or systematic communication) a.Upward Communication(How it takes place, merits, symbol and demerits)
	5 th	b.Downward Communication(How it takes place, merits, symbol and demerits) c.Parallel Communication(How it takes place, merits, symbol and demerits)
	6 th (Tutorial class)	d.Informal Communication Grapevine Communication(How it takes place, merits, symbol and demerits)
9 th	1 st	c) Non Verbal Communication a.Meaning of Non verbal communication
	2 nd	b. Different areas of Non Verbal Communication i.Kinesics or body language(Postures and gestures, facial expression and eye contact)

	3 rd	ii. Proxemics or Spatial Language (private space, personal space, public space and social space)
	4 th	iii. Language of signs and symbols (audio sign, visual sign in everyday life with merits and demerits)
	5 th	Exercise
	6 th (Tutorial class)	Exercise
10 th	1 st	Unit –iv Formal writing Skills a) Paragraph Writing i. Meaning ii. Features of Paragraph Writing (topic statement, supporting point and plot compatibility) iii. Developing ideas into Paragraph (Describing place, person, objective, situation and any general topic of interest)
	2 nd	Exercise
	3 rd	b) Notice writing
	4 th	c) Agenda
	5 th	d) Report writing (Format of a report, report of an event or news)
	6 th (Tutorial class)	e) Writing Personal letter (Format)
11 th	1 st	f) Letter to principal
	2 nd	g) Letter to Librarian
	3 rd	h) Letter to Head of the department
	4 th	i) Letter to Hostel superintendent
	5 th	j) Writing Business letters (Layout of a business letter)
	6 th (Tutorial class)	k) Letter of enquiry, Placing an order, Complaint
12 th	1 st	l) Cancellation of an order (Feature, Format and example)
	2 nd	m) Job application and C.V (Feature, Format and example)
	3 rd	Exercise
	4 th	Revision
	5 th	
	6 th (Tutorial class)	
13 th	1 st	
	2 nd	
	3 rd	
	4 th	
	5 th	
14 th	1 st	
	2 nd	
	3 rd	
	4 th	
	5 th	
15 th	1 st	

	2 nd	
	3 rd	
	4 th	
	5 th	
16 th	1 st	
	2 nd	
	3 rd	
	4 th	
	5 th	