Anamika Kar

| **LESSON PLAN: (Communicative English)** |
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| **Discipline**  | **Civil, CSE, MET Engineering**  |
| **Faculty :** | **Anamika Kar**  |
| **Semester :** | **1st Semester**  |
| **Duration :** | **14 WEEKS (15th September 2022 to 22nd December 2022)** |
| **Work Load :** | **Lecture :** |  **4 Lectures per week (50 minutes per Class)**  |
| Week | **Week****Day** | **Theory** |
| 1st | 1st | Reading comprehension  |
| 2nd | Comprehensive passage |
| 3rd | Note making, summarizing  |
| 4th | Standing up for your self |
| 2nd | 5th |  Questions discussion |
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| 6th |  In London in minus fours |
| 7th |  Questions discussion |
| 8th |  The magic of team work |
| 3rd | 9th | Questions discussion |
| 10th |  Stopping by woods on a snowy evening  |
| 11th |  Questions discussion |
| 12th |  Inchoate Rock |
| 4th  | 13th | Questions discussion |
| 14th |  To my TRUE friend  |
| 15th |  Questions discussion  |
| 16th |  Author discussion  |
| 5th | 17th |  Synonyms |
| 18th |  Antonyms |
| 19th |  Same words and Different uses |
| 20th |  Same word Different meaning  |
| 6th | 21st |  Single word substitute |
| 22nd |  Part of speech |
| 23rd |  Countable and uncountable Noun |
| 24th |  Articles |
| 7th | 25th |  Determiner |
| 26th |  Modal verbs |
| 27th |  Tenses |
| 28th |  Voice change |
| 8th | 29th |  Sub-verb Agreement  |
| 30th |  Paragraph writing |
| 31st |  Features of paragraph  |
| 32nd |  Developing ideas into paragraph  |
| 9th | 33rd |  Notice |
| 34th |  Agenda |
| 35th |  Report writing  |
| 36th |  Types of writing  |
| 10th | 37th |  Letters |
| 38th |  Types of letters |
| 39th |  Letters to principal  |
| 40th |  Business letters |
| 11th | 41st | Format of business letters |
| 42nd |  Letter of enquiry, letter of orders |
| 43rd |  Job application  |
| 44th |  Format of CV |
| 12th | 45th |  Introduction to communication  |
| 46th |  Types of communication  |
| 47th |  Process of communication  |
| 48th |  Professional communication  |
| 13th | 49th |  Formal and informal communication  |
| 50th |  Barriers of communication  |
| 51st | Types of Communication Barriers  |
| 52nd |  Overcoming Barriers to Communication  |
| 14th | 53rd |  Non-verbal Communication  |
| 54th |  Different areas of Non-verbal communication  |
| 55th | Body language |
| 56th |  Spatial language, sign and symbols |