

# GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT

## Lesson Plan

Name of the Program	<b>Diploma in Mechanical, Electrical &amp; Civil Engineering</b>			
Course Name	<b>Communicative English</b>		Course Code	<b>C109</b>
Course Year	<b>Second</b>	Semester	<b>1<sup>st</sup> &amp; 2<sup>nd</sup></b>	Academic Period
				<b>2022-23</b>
No. of Classes allotted per Week	<b>04</b>	Planned Classes Required to Complete the Course		<b>55</b>

Sl.No.	Topic to be covered	Module	No. of hours Required	Mode of Teaching
1	Sub-skills of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words.	I	01	LM/IM
2	<ul style="list-style-type: none"> <li>● Skimming the gist</li> <li>● Scanning for necessary information</li> </ul>	I	01	LM/IM
3	<ul style="list-style-type: none"> <li>● Close reading for inference and evaluation</li> <li>● Main idea and supporting points</li> </ul>	I	01	LM/IM
4	<ul style="list-style-type: none"> <li>● Guessing the meaning of fun-familiar words</li> <li>● Note-making</li> </ul>	I	02	LM/IM/
5	<ul style="list-style-type: none"> <li>● Summarizing</li> <li>● Supplying a suitable title</li> </ul>	I	02	LM/IM
6	Standing Up For Yourself By Yevgeny Yevtushenko	I	03	LM/IM
7	The Magic Of Teamwork By Sam Pitroda	I	03	LM/IM
8	Inchcape Rock By Robert Southey	I	02	LM/IM/
9	To My True Friend By Elizabeth Pinard	I	02	LM/IM
10	VOCABULARY	II	02	LM/IM
11	Use of synonyms, antonyms	II	01	LM/IM
12	Same word used in different situations in different meaning	II	01	LM/IM
13	Single words substitute	II	01	LM/IM
14	APPLICATION OF ENGLISH GRAMMAR	III	01	LM/IM
15	Countable and Uncountable Noun	III	01	LM/IM
16	Articles and Determiners	III	01	LM/IM
17	Modal Verbs	III	01	LM/IM
18	Tenses	III	02	LM/IM
19	Voice-change	III	02	LM/IM
20	Subject-verb Agreement	III	02	LM/IM
21	Paragraph writing Meaning, Features of Paragraph Writing	IV	02	LM/IM

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	Developing Ideas into Paragraphs			
22	Report writing (Format of a Report, Reporting an event/news) Writing personal letter, Letter to the Principal, Librarian, Head of the Dept., and Hostel Superintendent.	IV	02	LM/IM/ICT
23	Writing Business letters Layout of a Business Letter Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an order (Features, Format and example)	IV	02	LM/IM
24	Job application and C. V. (Features, Format and example)	IV	02	LM/IM
25	<b>Introduction to Communication</b> Meaning, Definition and concept of communication Good Communication and Bad Communication Communication model (One-way Communication Model and Two- way Communication Model with examples)	V	01	LM/IM
26	Sender, Message, Channel, Receiver/Audience, Feedback, Noise, Context	V	01	LM/IM/ICT
27	<b>Professional Communication</b> Meaning of professional communication Types of professional communication	V	01	LM/IM
28	Formal or Systematic Communication Upward communication Down-ward communication Parallel communication	V	01	LM/IM
29	Informal communication or Grapevine communication (How it takes place, symbol, merits and demerits)	V	01	LM/IM
30	<b>Non-Verbal Communication</b> Meaning of nonverbal Communication Different areas of Non-verbal Communication Kinesics or Body Language Proxemics or Spatial Language Language of Signs and Symbols	VI	01	LM/IM/ICT
31	<b>BEYOND SYLLABUS:</b> Communication challenges in culturally diverse workforce; Ethics in Communication Bias-free communication	VI	02	LM/IM
32	Effective Business Presentations: Planning, Preparing, Organizing, and Delivering Oral presentations, Handling Questions; Power Point Presentation.	VI	02	LM/IM
33	Types of interviews Planning and preparing for a Job Interview; Stages of an Interview; mastering the art of giving interviews.	VI	02	LM/IM
34	Team Management Leadership Skills	VI	02	LM/IM/ICT

Signature of the Faculty

Signature of the HoD