

| Discipline: | Semester | Name of the Teaching Faculty: Smaranika Shradhanjali |
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| Math & Science Dept | (S) 2nd Sem (2013/23) (21/6/23) | |
| Subject: COMMUNICATIVE ENGLISH | No. of days/per week class allotted: 04 | Semester From date To Date: (20/12/20 to 27/6/23) |
| Week | Class Day | No. of Weeks: 15 Theory |
| 1 ST | 1 ST | INTRODUCTION TO LITERATURE APPRECIATION |
| | 2 ND | SKIMMING THE GIST AND SCANNING FOR NECESSARY INFORMATION OF AN UNSEEN PASSAGE |
| | 3 RD | CLOSE READING FOR INFERENCE AND EVALUATION, TRACING OUT THE MAIN IDEA AND ITS SUPPORTING POINTS |
| | 4 TH | GUESSING THE MEANING OF UNFAMILIAR WORDS, NOTE-MAKING, SUMMARIZING, SUPPLYING A SUITABLE TITLE |
| 2 ND | 1 ST | PRACTICE |
| | 2 ND | PRACTICE |
| | 3 RD | PRACTICE |
| | 4 TH | PRACTICE |
| 3 RD | 1 ST | STANDING UP FOR YOURSELF READING AND EXPLANATION |
| | 2 ND | STANDING UP FOR YOURSELF READING AND EXPLANATION |
| | 3 RD | QUESTION AND ANSWER DISCUSSION |
| | 4 TH | INCHCAPE ROCK READING AND EXPLANATION |
| 4 TH | 1 ST | INCHCAPE ROCK READING AND EXPLANATION |
| | 2 ND | QUESTION AND ANSWER DISCUSSION |
| | 3 RD | THE MAGIC OF TEAMWORK READING AND EXPLANATION |
| | 4 TH | THE MAGIC OF TEAMWORK READING AND EXPLANATION |
| 5 TH | 1 ST | QUESTION AND ANSWER DISCUSSION |
| | 2 ND | TO MY TRUE FRIEND READING AND EXPLANATION |
| | 3 RD | TO MY TRUE FRIEND READING AND EXPLANATION |
| | 4 TH | QUESTION AND ANSWER DISCUSSION |
| 6 TH | 1 ST | SYNONYMS AND ANTONYMS |
| | 2 ND | SAME WORD USED IN DIFFERENT SITUATIONS AND IN DIFFERENT MEANING |
| | 3 RD | SINGLE WORD SUBSTITUTE |
| | 4 TH | COUNTABLE NOUN AND UNCOUNTABLE NOUN TENSES |
| 7 TH | 1 ST | ARTICLES AND DETERMINERS |
| | 2 ND | MODAL VERBS |
| | 3 RD | MODAL VERBS |
| | 4 TH | TENSES |
| 8 TH | 1 ST | TENSES |
| | 2 ND | TENSES |
| | 3 RD | VOICE CHANGE |
| | 4 TH | SUBJECT-VERB AGREEMENT |
| 9 TH | 1 ST | NOTICE AND AGENDA |
| | 2 ND | PARAGRAPH WRITING |
| | 3 RD | FEATURES OF PARAGRAPH WRITING |
| | 4 TH | DEVELOPING IDEAS INTO PARAGRAPHS |
| 10 TH | 1 ST | PRACTICE |
| | 2 ND | REPORT WRITING |
| | 3 RD | WRITING PERSONAL LETTER |
| | 4 TH | LETTER TO PRINCIPAL |

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| | 1 st | LETTER TO LIBRARIAN |
| | 2 nd | LETTER TO HOD |
| | 3 rd | LETTER TO HOSTILE SUPERINTENDENT |
| | 4 th | LAYOUT OF A BUSINESS LETTER |
| | 1 st | LETTER OF ENQUIRY |
| | 2 nd | LETTER OF ORDER |
| | 3 rd | LETTER OF COMPLAINT |
| | 4 th | CANCELLATION OF AN ORDER |
| | 1 st | JOB APPLICATION |
| | 2 nd | C.V/ RESUME |
| | 3 rd | MEANING AND TYPES OF COMMUNICATION |
| | 4 th | COMMUNICATION MODEL |
| | 1 st | PROCESS OF COMMUNICATION AND FACTORS RESPONSIBLE FOR IT |
| | 2 nd | MEANING AND TYPES OF PROFESSIONAL COMMUNICATION |
| | 3 rd | DIFFERENT AREAS OF NONVERBAL COMMUNICATION |
| | 4 th | FORMAL COMMUNICATION AND ITS TYPE |
| | 1 st | UPWARD COMMUNICATION, DOWNWARD COMMUNICATION AND PARALLEL COMMUNICATION KINESICS |
| 15 th | 2 nd | INFORMAL COMMUNICATION AND ITS TYPE |
| | 3 rd | NON-VERBAL COMMUNICATION |
| | 4 th | KINESICS OR BODYLANGUAGE & PROXEMICS OR SPATIAL LANGUAGE |
| | 1 st | LANGUAGE OF SIGNS AND SYMBOLS |

Sumanika Shrivastava
23/3/2023
SIGNATURE OF THE FACULTY

[Signature]
23/3/2023
SIGNATURE OF HOD