



Shradha

DELUXE

- EMPLOYEE'S ATTENDANCE
- LEDGER BOOK
- CASH BOOK

6

Lesson Plan Register
Communicative English
S. P. Ponda

Communicative English.

MONTH - NOVEMBER

WEEKS	CLASS	THEORY
1st Week	1st	Introduction to Unit - I and discussing the reading section and literature section.
	2nd	Skimming the gist.
	3rd	Scanning for the necessary information from passage
	4th	Close reading for inference and evaluation.
	5th	Main idea and supporting points in a passage
Week	1st	Guessing the meaning of unfamiliar words from the passage
Week	2nd	Note-making
	3rd	Summarizing
	4th	Supplying a suitable title
	5th	Standing Up For Yourself by Yuryeny Yurytuchenko.

WEEKS CLASS THEORY

1st	'Standing Up For Yourself' by Yuryeny Yurkushenkod
2nd	'The Magic of Teamwork' by Sam Pitroda
3rd	'The Magic of Teamwork' by Sam Pitroda
4th	'The Magic of Teamwork' by Sam Pitroda
5th	'The Magic of Teamwork' by Sam Pitroda

Week

1st	'Inchcape Rock' by Robert Southey
2nd	'Inchcape Rock' by Robert Southey
3rd	'Inchcape Rock' by Robert Southey
4th	'To My True Friend' by Elizabeth Pizarol
5th	'To My True Friend' by Elizabeth Pizarol

MONTH - DECEMBER

WEEKS CLASS THEORY

1st	Use of Synonyms
2nd	Use of Antonyme
3rd	Same words used in different situation in different meanings.
4th	Single word substitution
5th	Countable and Uncountable nouns.

Week

1st	Articles and determiners
2nd	Modal verbs
3rd	Tense
4th	Tense
5th	Tense

Week

1st	Voice - change
2nd	Subject - verb agreement.

WEEKS	CLASS	THEORY
	3rd	Features of writing paragraph
	4th	Developing ideas into paragraph
	5th	Notice writing
Week	1st	Agenda writing
	2nd	Report writing
	3rd	Writing personal letters.
	4th	Letter to the Principal, Librarian, Head of the department and Hostel superintendent
	5th	Letter to the Principal, Librarian, Head of the department and Hostel superintendent.
MONTH -	JANUARY	
Week	1st	Writing business letters and discussing layout of the business letters.

WEEKS	CLASS	THEORY
	2nd	Letter of Enquiry, placing order, executing of orders, complaints, cancellation of orders.
	3rd	Letter of enquiry, placing orders, execution of orders, complaints, and cancellation of orders.
	4th	Writing Job applications and making C.V.
	5th	Writing Job applications and making C.V.
Week	1st	Writing Job applications and making C.V.
	2nd	Meaning, definition and concept of communication
	3rd	Good communication and Bad communication and Modes of communication
	4th	Process of oral communication and factors responsible for it.

WEEKS	CLASS	THEORY
	5th	Process of communication and factors responsible for it.
Week	1st	Meaning of professional communication
	2nd	Types of professional communication
	3rd	Types of formal or systematic communication
	4th	Advantages of and disadvantages of formal types of communication.
	5th	Meaning of non-verbal communication
Week	1st	Different areas of non-verbal communication
	2nd	Different areas of non-verbal communication
	3rd	Different areas of non-verbal communication

WEEKS	CLASS	THEORY
	4th	Different areas of non-verbal communication
	5th	Different areas of non-verbal communication