

# SYNERGY POLYTECHNIC, BBSR

## The Lesson Plan

Discipline:	Semester: <b>2<sup>nd</sup> sem.</b>	Name of the Teaching Faculty: <b>Miss Arpita Patra.</b>
Subject: <b>ENGLISH.</b>	No of Days/per week class allotted:	Semester from Date: _____ to Date: _____ No of Weeks: _____
Week	Class Day	Theory/Practical Topics
1st	1st	Meaning & Concept of Communication
	2nd	Good Communication & Bad Communication.
	3rd	Communication Model.
	4th	Process of Communication
	5th	Listening skills (LAB)
2nd	1st	Reading Methods
	2nd	Reading Methods.
	3rd	Skimming & Scanning.
	4th	Note-making.
	5th	Speaking skills (LAB)
3rd	1st	Note-making
	2nd	Summarizing!
	3rd	Summarizing
	4th	Standing Up For Yourself.
	5th	Speaking skills (LAB).
4th	1st	Standing Up For Yourself.
	2nd	Standing Up For Yourself!
	3rd	Vocabulary - spelling.
	4th	Synonyms & Antonyms
	5th	Synonyms & Antonyms (LAB).
5th	1st	Synonyms & Antonyms.
	2nd	Homonymy.
	3rd	Single word substitute.
	4th	Paragraph writing
	5th	Self Introduction (LAB)

*Arpita Patra*  
Sign of Faculty 13/4/23

*Dr. Ranen Sengupta*  
HOD 13/4/23

*Dr. Ranen Sengupta*  
Principal 13/4/23

The Lesson Plan

Discipline:	Semester: 2 <sup>nd</sup> Sem.	Name of the Teaching Faculty: Miss. Anurita Patro
Subject:	No of Days/per week class allotted:	Semester from Date: to Date: No of Weeks:
Week	Class Day	Theory/Practical Topics
6 <sup>th</sup>	1st	Notice Writing
	2nd	Agenda.
	3rd	Invoice Book.
	4th	Invoice Book.
	5th	Reading Skills (LAB)
7 <sup>th</sup>	1st	Meaning of Professional Communication
	2nd	Types of Professional Communication
	3rd	Informal Communication
	4th	Informal Communication
	5th	Writing Skills (LAB)
8 <sup>th</sup>	1st	Countable & Uncountable Nouns
	2nd	Articles & Determiners
	3rd	Modal Verbs.
	4th	Modal Verbs.
	5th	Personality Development (LAB)
9 <sup>th</sup>	1st	To My True Friend.
	2nd	To My True Friend.
	3rd	Tenses
	4th	Personality Development (LAB)
	5th	Report Writing
10 <sup>th</sup>	1st	Report Writing
	2nd	Writing Personal letters.
	3rd	Meaning of Non-verbal Communication
	4th	Group Discussion (LAB)
	5th	Tenses.

Anurita Patro  
In-charge of Faculty 13/4/23

Dr. Anwar Hossain  
HOD 13/4/23

Dr. Jalna  
Principal 13/4/23

**SYNERGY POLYTECHNIC, BBSR**

Lesson Plan

Discipline:	Semester: <b>2<sup>nd</sup> sem.</b>	Name of the Teaching Faculty: <b>Miss. Anvita Patra.</b>
Subject: <b>ENGLISH.</b>	No of Days/per week class allotted:	Semester from Date: _____ to Date: _____ No of Weeks:
Week	Class Day	Theory/Practical Topics
11 <sup>th</sup>	1st	Different areas of Non-verbal Comm.
	2nd	Kinesics
	3rd	Proxemics
	4th	Language of Signs & Symbols
	5th	Group Discussions (LAB)
12 <sup>th</sup>	1st	Voice Change
	2nd	Subject-verb Agreement
	3rd	Letter to the Principal/Librarian
	4th	Letter to HOD & Hostel Superintendent.
	5th	Seminar & Conference. (LAB)
13 <sup>th</sup>	1st	The Magic of Team Work
	2nd	The Magic of Team Work
	3rd	The Magic of Team Work,
	4th	Writing Business letters
	5th	Writing Business letters
14 <sup>th</sup>	1st	Seminar & Conference. (LAB)
	2nd	Writing Business letter
	3rd	Job Application & C.V
	4th	Job Application & C.V.
	5th	
	1st	
	2nd	
	3rd	
	4th	
	5th	

*Anvita Patra*  
In-charge of Faculty 13/4/23

*Anil Kumar Patra*  
HOD 13/4/23

*Anil Kumar Patra*  
Principal 13/4/23