

SYNERGY POLYTECHNIC, BBSR

The Lesson Plan

Discipline:	Semester: <u>1st Sem</u>	Name of the Teaching Faculty: <u>Prof. Chitransen Jagadech</u> <u>Asst. Prof. Asepita Patro</u>
Subject: <u>ENGLISH</u>	No of Days/per week class allotted:	Semester from Date: <u>16.8.23</u> to Date: <u>11.12.23</u> 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	Summarising
	3rd	Summarising
	4th	Standing Up For Yourself.
	5th	Standing Up for Yourself.
4th	1st	Vocabulary - Spelling.
	2nd	Synonyms & Antonyms.
	3rd	Synonyms & Antonyms.
	4th	Homonyms.
	5th	Single Word Substitute.
5th	1st	Paragraph Writing.
	2nd	Self-Introduction (LAB)
	3rd	Synonyms & Antonyms (LAB)
	4th	Standing Up For Yourself.
	5th	Standing Up For Yourself.

Asepita Patro
Sign of Faculty 18/7/23

Chitransen Jagadech
HOD 18/7/23

Chitransen Jagadech
Principal 22/7/23

SYNERGY POLYTECHNIC, BBSR

The Lesson Plan

Discipline: _____
Subject: _____

Discipline:	Semester: <u>1st Sem.</u>	Name of the Teaching Faculty: <u>Prof. Chitraven Jagatdas</u> <u>Asst. Prof. Arpita Patro</u>
Subject: <u>ENGLISH</u>	No of Days/per week class allotted:	Semester from Date: <u>16.8.23</u> to Date: <u>11.12.23</u> No of Weeks:
Week	Class Day	Theory/Practical Topics
1st	1st	Notice Writing
	2nd	Agenda
	3rd	Trichape Rock
	4th	Trichape Rock
	5th	Reading Skills (LAB)
2nd	1st	Meaning of Professional Communication
	2nd	Types of Professional Communication
	3rd	Informal Communication
	4th	Informal Communication
	5th	Writing Skills (LAB)
3rd	1st	Countable & Uncountable Nouns
	2nd	Articles & Determiners
	3rd	Modal Verbs
	4th	Modal Verbs
	5th	Personality Development (LAB)
4th	1st	To My True Friend
	2nd	To My True Friend
	3rd	Tense
	4th	Tense
	5th	Personality Development (LAB)
5th	1st	Report Writing
	2nd	Report Writing
	3rd	Writing Personal letters
	4th	Meaning of Non-Verbal Communication
	5th	Group Discussion (LAB)

Arpita Patro
Sign of Faculty 14/7/23

Canu2
HOD
18/7/23

Prabhu
Principal 22/7/23

SYNERGY POLYTECHNIC, BBSR

The Lesson Plan

Discipline:	Semester: <u>1st Sem</u>	Name of the Teaching Faculty: <u>Prof. Chitrasen Jagatdeo.</u> <u>Asst. Prof. Aspita Patro.</u>
Subject: <u>ENGLISH</u>	No of Days/per week class allotted:	Semester from Date: <u>16.8.23</u> to Date: <u>11.12.23</u> No of Weeks:
Week	Class Day	Theory/Practical Topics
1st	1st	<u>Different Areas of Non-Verbal Communication</u> <u>Kinesics</u> <u>Proxemics.</u> <u>Language of Gesture & Symbols.</u> <u>Group Discussion (LAB)</u>
	2nd	
	3rd	
	4th	
	5th	
2nd	1st	<u>Voice Change.</u> <u>Subject-Verb Agreement.</u> <u>Letter to the Principal / Librarian.</u> <u>Letter to the HOD & Hostel Superintendent</u> <u>Seminar & Conference (LAB)</u>
	2nd	
	3rd	
	4th	
	5th	
3rd	1st	<u>The Magic of Teamwork.</u> <u>The Magic of Teamwork.</u> <u>The Magic of Teamwork.</u> <u>Writing Business Letters.</u> <u>Seminar & Conference (LAB)</u>
	2nd	
	3rd	
	4th	
	5th	
4th	1st	<u>Writing Business Letters.</u> <u>Writing Business Letters.</u> <u>Job Application.</u> <u>British Style CV</u> <u>American Style Resume.</u>
	2nd	
	3rd	
	4th	
	5th	
5th	1st	
	2nd	
	3rd	
	4th	
	5th	

Aspita Patro
Sign of Faculty 8/1/23

Asst. Prof.
HOD 18/7/23

Johar
Principal 22/7/23