



# SYNERGY SCHOOL OF ENGINEERING

Subject	COMMUNICATIVE ENGLISH
Subject Code	TH-1(a)
Academic Year	2023-24
Semester	1st Sem
Date of Commencement & last date of instruction	23-08-23
Section/Branch	Sec-B - (Mech + Mining)
Faculty Name	S.K. BEHERA
Lecture Duration	1 hour
Books Recommended	Invitation to English, Book-1, (for +2 students), CSHE (2016 reprint), Odisha Invitation to English, Book-2, (for +2 students), CSHE (2016 reprint), Odisha

Lecture No.	UNIT NO	Details of Topic to be Taught	Proposed Date	Taught Date	Slippage if any	% Course Coverage	Remarks
1		Introduction class					
2	LITERATURE APPRECIATION	Skimming and scanning .					
3		Skimming and scanning .					
4		Close reading for inference and evaluation					
5		Close reading for inference and evaluation					
6		Main idea and supporting points .					
7		Main idea and supporting points .					
8		Note- making summerization					
9		Note- making summerization					
10		Unseen paragraph and title writing					
11		Unseen paragraph and title writing					
12		Unseen paragraph and title writing					
13		Unseen paragraph and title writing					
14		Standing up for yourself					
15		Standing up for yourself					
16		Inchcape rock by Robert Southey					
17		Inchcape rock by Robert					



		southey					
18		The magic of team work					
19		The magic of team work					
20		To my true friend					
21		To my true friend					
22	<b>VOCABU LARY</b>	Use of synonyms, antonyms					
23		Use of synonyms, antonyms					
24		Same word used in different situations in different meaning					
25		Same word used in different situations in different meaning					
26		Single word substitute					
27	<b>APPLIC ATION OF ENGLIS H GRAMM ER</b>	Countable an Uncountable Noun					
28		Countable an Uncountable Noun					
29		Articles and Determiners					
30		Articles and Determiners					
31		Modal Verbs					
32		Tenses					
33		Voice-change					
34		Subject-verb Agreement					
35	<b>FORMA L WRITIN G SKILL</b>	Paragraph writing					
36		Paragraph writing meaning					
37		Features of Paragraph Writing ( Topic Statement, Supporting Points and Plot Compatibility) Developing Ideas into Paragraphs (					
38		Describing Place/ Person/ Object /Situation and any general topic of interest) . Notice					
39		Agenda					
40		Report writing (Format of a Report, Reporting an event / news)					
41		Writing personal letter					
42		Letter to the Principal, Librarian, Head of the Deptt, and Hostel Superintendent					
43							



44		Writing Business letters Layout of a Business Letter							
45		Letter of Enquiry, Placing an Order, Execution of an Order, Complaint, Cancellation of an							
46		order(Features, Format and example)							
47		Compatibility) Developing Ideas into Paragraphs							
48		Compatibility) Developing Ideas into Paragraphs							
49		Job application and C.V.(Features, Format and example)							
50	<b>ELEMEN TS OF COMMU NICATI ON</b>	Introduction to communication							
51		Elements of communication							
52		Features of communication							
53		Process of communication							
54		Professional communication and its meanin							
55		Types of professional communication							
56		Types of professional communication							
57		Non verbal communication							
58		Non verbal communication							
59		Types of non verbal communication							
60		Types of non verbal communication							

*BBhera'*  
18.08.23