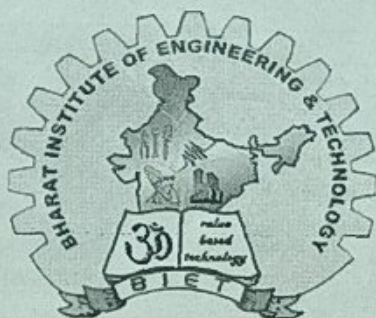


BHARAT INSTITUTE OF ENGINEERING & TECHNOLOGY

**SIVARAM VIHAR, GHATAKESWAR HILLS
MOHADA, BERHAMPUR (GM.)**



STUDENT'S ATTENDANCE REGISTER

Time	11:35 to 12:25	9:55 to 10:45	9:55 to 10:45	9:05 to 9:55	
Day					
Mon					
Tue	Comm. Engg				
Wed					
Thu		Comm. Engg			
Fri			Comm. Engg		
Sat				Comm. Engg	

Year/ Session : 2023 (winter)

Semester from Date: 16.8.23 To Date : 11.12.23

Semester & Branch

1st Semester Electrical Engineering

Subject with Code

Communicative English (Th 1a.)

Name of the Faculty Member

Miss Sipra Panda

No of Weeks:

No of Days per Week Class Allotted :

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
<p style="text-align: center;">↑</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">AUGUST</p> <p style="text-align: center;">↓</p>	01	17/08/23	<p>UNIT - I</p> <p>LITERATURE APPRECIATION</p> <p>1. Reading Comprehension</p> <p>Sub-skill of reading Comprehension are to be worked out and tested through an unseen passage in about 200 - 500 words.</p> <p>A student should get acquainted with sub-skills of reading for the purpose of :-</p> <ul style="list-style-type: none"> Skimming the Gist. Scanning for necessary Information.
		18/08/23 19/08/23	<p>Close reading For inference and evaluation.</p>

Seen Pradyumna
14.8.23

Signature
14/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
		22/08/23	Main idea and supporting
	02	24/08/23 25/08/23	
		26/08/23 29/08/23	Note - Making.
	03	31/08/23 01/09/23	
		02/09/23	Supplying a suitable title.
	04		

Signature of the Faculty:

[Signature]
14/08/23

Signature of the Principal/Course Co-ordinator/HOD:

[Signature]
14/08/23

SEPTEMBER

Week	Class Day	Theory/Practical Topic
05	05/09/23 07/09/23	<p>2. Text</p> <p>Standing up For Yourself. (By Yevgeny Yevtushenko)</p>
	08/09/23 09/09/23	<p>The Magic of Teamwork (By Sam Pitroda)</p>
06	12/09/23 14/09/23 15/09/23	<p>Inchcape Rock (By Robert Southey)</p>
07	16/09/23 21/09/23	<p>To My True Friend (By Elizabeth Pinard)</p>

Handwritten signature/initials

Signature of the Principal/Course Co-ordinator/HOD:

Handwritten signature and date: 15/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
			<u>UNIT - I</u> <u>Vocabulary</u> Use of Synonyms, antonyms
		22/09/23	Same word used in different situation in different meanings
		23/09/23	
		26/09/23	Single word substitution.

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
OCTOBER ↑ ↓	08	28/09/23	<p style="color: green; text-decoration: underline wavy;">UNIT - III</p> <p style="text-decoration: underline wavy;">Application of English Grammar</p> <p>Countable and uncountable Noun.</p>
		30/09/23	
	09	03/10/23	Modal Verbs
		05/10/23	Tenses
		06/10/23	Voice - Change
		07/10/23	
	10/10/23	Subject Verb Agreement	
	12/10/23		

Signature of the Faculty:

S. Panda
14/08/23

Signature of the Principal/Course Co-ordinator/HOD:

S. Sin
14/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
			<u>UNIT - IV</u> <u>Formal Writing Skills.</u> 1. Paragraph Writing Meaning 13/10/23 Features of Paragraph Writing (Topic Statement, supporting points and plot compatibility) Developing ideas into paragraphs (Describing place / person / object / situation any general topic of interest)
	10		

Signature of the Faculty: Skanda
14/08/23

Signature of the Principal/Course.Co-ordinator/HOD: Arin
14/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic	
NOVEMBER	11	17/10/23	2. Notice	
		19/10/23		3. Agenda
	12	31/10/23	4. Report Writing (Format of a report, Reporting an event/news)	
		02/11/23		
	13	03/11/23	5. Writing Personal Letters	
		04/11/23		
	14	07/11/23	6. Letter to the Principal, Librarian, Head of the Department, Hostel superintendent.	
		09/11/23		
			10/11/23	7. Writing Business Letters Layout of a Business Letters.

Signature of the Faculty:

S. Panda
14/08/23

Signature of the Principal/Course Co-ordinator/HOD:

(Signature)
19/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
		11/11/23	Letter of Enquiry, Placing an Order, Execution of an order, complaint, cancellation of an Order. (Features, Format and Example)
		14/11/23	
	15	16/11/23	8. Job application and C.V. (Features, Format and Examples)
		17/11/23	
			<u>UNIT - V</u> <u>Elements of Communication</u> <u>A. Introduction to Communication</u>
		18/11/23	1. Meaning, Definition and concept of communication.

Signature of the Faculty:

Randa
14/08/23

Signature of the Principal/Course Co-ordinator/HOD:

A. J. Jins
14/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
			2. Good Communication and Bad communication.
			3. Communication Model One-way communication model and Two-way communication model with examples.
		21/11/23	4. Process of communication and factors responsible for it.
		23/11/23	Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context.

Signature of the Faculty: Sharda
14/08/23

Signature of the Principal/Course Co-ordinator/HOD: Arin
17/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
			<u>B. Professional Communication</u>
			1. Meaning of Professional communication.
	16	24/11/23	2. Types of Professional Communication.
		25/11/23	3. Formal or systematic Communication. upward communication (How it takes place, Symbol, merits and demerits)
		28/11/23	

Signature of the Faculty: S. K. Panda
14/08/23

Signature of the Principal/Course Co-ordinator/HOD: S. K. Panda
14/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
	17	30/11/23	Downward Communication (How it takes place, Symbol, merits and demerits)
		01/12/23	Parallel Communication (How it takes place, Symbol, merits and demerits)
	18	02/12/23	2.2. Informal communication Grapevine Communication (How it takes place, Symbol, merits and demerits)

↑
DECEMBER
↓

Signature of the Faculty:

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14/08/23

Signature of the Principal/Course Co-ordinator/HOD:

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14/08/23