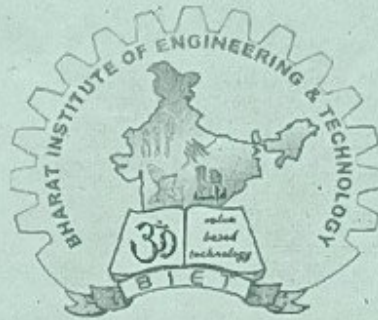


BHARAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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



STUDENT'S ATTENDANCE REGISTER

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

Year/ Session : 2023 (winter)	Semester from Date: 16.8.23 To Date: 11/12/23.
Semester & Branch	1 st Semesters Electronics TeleCommunications
Subject with Code	Communicative English (Th1a.)
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
<div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold;">August</div>	01		<p style="text-align: center;"><u>UNIT - I</u></p> <p style="text-align: center;"><u>LITERATURE APPRECIATION</u></p> <p style="text-align: center;"><u>1. Reading Comprehension</u></p> <p>Sub - skills 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>
		16/08/23	<p>Skimming the gist.</p> <p>Scanning for necessary Information</p>
		18/08/23 19/08/23	<p>Close reading for inference and evaluation.</p>
		21/08/23	<p>Main idea and supporting points.</p>

Signature of the Faculty:

S. K. Sankar
14/08/23

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

See frequency
14.8.23

Prin
14/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
<p style="font-size: 2em; font-weight: bold;">← SEPTEMBER →</p>	02	23/08/23 25/08/23	{ Guessing the meaning of un-familiar words.
	03	26/08/23 28/08/23	{ Note - making.
	04	01/09/23 02/09/23	{ Summarizing
	05	04/09/23	{ Supplying a suitable title.
			<u>2. Text</u>
			08/09/23 09/09/23
	06	11/09/23 13/09/23 15/09/23	{ The Magic Of Teamwork By Sam Pitroda

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

Signature of the Principal/Course Co-ordinator/HOD: S. S. S. S.
19/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
		16/09/23	Inchcape Rock By Robert Southey
		18/09/23	
	07	22/09/23	To My Tree Friend By Elizabeth Pinard.
		23/09/23	
			<p>UNIT - II</p> <p><u>Vocabulary</u></p>
		25/09/23	Use of Synonyms, antonyms
		27/09/23	
	08	27/09/23	Same word used in different situations in different meaning.
		30/09/23	Single word substitution

Signature of the Faculty:

[Signature]
14/08/23

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

[Signature]
14/08/23

Month	Week	Class Day	Theory/Practical Topic	
↑ OCTOBER ↓			<u>UNIT - III</u> <u>Application OF English Grammar</u>	
	09	4/10/23	{	Countable and uncountable
		06/10/23		Articles and Determiners
		07/10/23	{	Modal Verbs
	10	09/10/23		Tenses
		11/10/23	{	Voice - change
	13/10/23			
	16/10/23	{	Subject verb Agreement.	

Signature of the Faculty: S. S. Sarda
14/08/23

Signature of the Principal/Course Co-ordinator/HOD: (S. S. Sarda)
14/08/23


B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
			<p><u>UNIT - IV</u></p> <p><u>Formal Writing Skills.</u></p>
	11	18/10/23	<p>1. Paragraph Writing</p> <p>Meaning</p>
	12	30/10/23	<p>Features of Paragraph Writing (Topic Statement, supporting points and plot compatibility)</p> <p>Developing ideas into paragraphs (Describing place/person/object /situation any general topic of interest)</p>
		01/11/23	<p>2. Notice</p> <p>3. Agenda</p>

Signature of the Faculty: Sharda
14/08/23

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

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
NOVEMBER 	13	03/11/23 04/11/23	4. Report Writing. (Format of a report, Reporting an event/news)
	14	06/11/23 08/11/23	5. Writing Personal Letter.
		10/11/23 11/11/23	6. Letter to the Principal, Librarian, Head of the Dept. and Hostel Superintendent
15	13/11/23 15/11/23	7. Writing Business Letters Layout of a Business Letters Letter of Enquiry, Placing an Order, Execution of an order, Complaint, Cancellation of an order. (Features, Format and Example)	

Signature of the Faculty:

S. K. Panda
14/08/23

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

(Signature)
14/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
		17/11/23 18/11/23	8. Job application and C.v. (Features, Format and Examples)
		20/11/23	<p style="text-align: center;"><u>UNIT - V</u></p> <p style="text-align: center;"><u>Elements of Communication</u></p> <p style="text-align: center;"><u>A. Introduction to Communication</u></p> <p>1. Meaning, Definition and concept of communication.</p> <p>2. Good communication and Bad communication.</p> <p>3. Communication model One-way communication Model and Two-way communication Model with examples.</p>

Signature of the Faculty:

S. K. Bhandari
14/08/23

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

A. J. Singh
14/08/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
		22/11/23	4. Process of communication and factors responsible for it. Sender, Message, Channel, Receiver/Audience, Feedback, Noise, context.
		24/11/23	
	16		<u>B. Professional Communication</u> 1. Meaning of Professional Communication.
		25/11/23	2. Types of Professional Communication. 2.1. Formal or systematic Communication.
	17	29/11/23	upward Communication (How it takes place, Symbol, merits and demerits)
		01/12/23	

Signature of the Faculty:

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14/08/23

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

[Signature]
14/08/23

B. A. T. COURSE PLAN

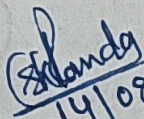
Month	Week	Class Day	Theory/Practical Topic
<p style="font-size: 2em; color: green; margin: 0;">↑</p> <p style="font-size: 4em; color: green; margin: 0;">DECEMBER</p> <p style="font-size: 2em; color: green; margin: 0;">↓</p>	18	02/12/23	Downward Communication (How it takes place, symbol, merits and demerits)
		04/12/23	Parallel Communication (How it takes place, symbol, merits and demerits)
		06/12/23	2.2 Informal Communication Grapvine communication (How it takes place, symbol, merits and demerits)

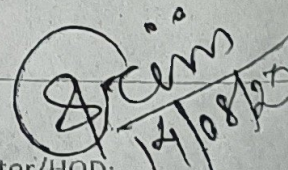
Signature of the Faculty: S. K. Panda
14/08/23

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
	19	08/12/23	<p style="color: red; text-decoration: underline wavy;">D. Non-Verbal Communication</p> <p>1. Meaning of non verbal Communication.</p> <p>2. Different areas of Non-verbal Communication.</p> <p style="margin-left: 40px;">Kinetics or Body Language (Postures, Gestures, Facial Expression and eye contact)</p>
		09/12/23	<p>Proxemics or Spatial Language (Private space, Personal space, Social space, Public space)</p>

Signature of the Faculty:  14/08/23

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

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
	20	11/12/23	{ Language of sign and symbols (Audio sign and visual sign in everyday life with merits and demerits)

Signature of the Faculty:

Arundha
14/08/23

Signature of the Principal/Course Co-ordinator/HOD

Seen Pradyumn
14.8.23

Arundha
14/08/23