

BHARAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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



STUDENT'S ATTENDANCE REGISTER

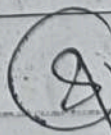
Time	09-05				
Day	09-55 AM				
MON	ENG				
WED	ENG				
FRI	ENG				
SAT	ENG				

Year/ Session	Semester starts from 20/03/2023 Ends on -26/06/2023
Semester & Branch	2nd semester, Mechanical Branch (Sec-B)
Subject with Code	Communicative English TH-1a
Name of the Faculty Member	SIBANI SANKAR MAHARANA

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
March	4th week	20/03/2023	<p style="text-align: center;"><u>UNIT - I</u></p> <p style="text-align: center;"><u>LITERATURE APPRECIATION</u></p> <p>1. <u>Reading Comprehension</u></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 • Close reading for inference and evaluation. • Main idea and supporting points • Guessing the meaning of unfamiliar words.
		22/03/2023	
		24/03/2023	
		25/03/2023	
		27/03/2023	
5th week	29/03/2023		

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B.I.E.T., COURSE PLAN

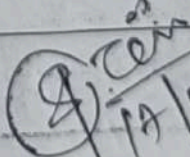
Month	Week	Class Day	Theory/Practical Topic
March	5th	31/03/2023	• Note Making
	2nd week	03/04/2023	• Summarising
		05/04/2023	• Supplying a suitable title
		08/04/2023 10/04/2023	2. Text :- - Standing up for yourself By Yevgeny Yevtushenko
	3rd week	12/04/2023 15/04/2023	- The Magic of Teamwork By Sam Pitroda
		4th week	17/04/2023 19/04/2023
	21/04/2023 22/04/2023		Jo my True friend By Elizabeth Pinard

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B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
April	5th week	24/04/2023	<p style="text-align: center;"><u>UNIT - I</u></p> <p><u>VOCABULARY:-</u></p> <ul style="list-style-type: none"> - Use of synonyms, antonyms - Some words used in different situation in different meaning single word substitution
		26/04/2023	
		28/04/2023	
		29/04/2023	
May	1st week	01/05/2023	<p style="text-align: center;"><u>UNIT - III</u></p> <p><u>APPLICATION OF GRAMMAR</u></p> <ul style="list-style-type: none"> - Countable and uncountable noun - Article and determiners - Modal verbs
		03/05/2023	
		06/05/2023	
	2nd week	08/05/2023	- Tenses
		10/05/2023	


 19/03/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
May	2nd week	12/05/2023	- Voice change
		13/05/2023	- Subject verb agreement
			<u>UNIT - IV</u>
			<u>FORMAL WRITING SKILLS</u>
May	3rd week	15/05/2023	1. Paragraph writing - Meaning
		17/05/2023	- Features of paragraph writing (Topic statement, supporting points and plot capability)
		30/05/2023	→ Developing ideas into paragraphs (Describing place/object/situation and any general topic of interest)

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12/05/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
May	4th week	22/05/2023	2. Notice
		24/05/2023	3. Agenda
		26/05/2023	4. Report Writing (Format of a Report, Reporting on event/news.)
		27/05/2023	5. Writing personal letter.
May	5th week	29/05/2023	6. Letter to the principal Librarian, Head of the Department and Hostel Superintendent.
		31/05/2023	
June	1st week	02/06/2023	7. Writing Business letter - Layout of Business letter - Letter of enquiry, placing an order, complaint, cancellation
		03/06/2023	

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B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
June	2nd week	05/06/2023	of an order.
		07/06/2023	(Features, format and Examples)
		08/06/2023	8. Job Application and C.V.
			Features, Format and examples.
			<u>UNIT - V</u>
			<u>ELEMENTS OF COMMUNICATION</u>
			A. <u>Introduction to communication</u>
		09/06/2023	1. Meaning, Definition and concept of communication
		10/06/2023	2. Good communication and Bad communication.

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12/03/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
June	3rd week	12/06/2023	3. Communication model one way communication Model. and two way communication model with examples.
		16/06/2023	4. Process of communication and factors responsible for it. Sender, Message, channel, Receiver, Audience, feedback, Noise, context.
		17/06/2023	<u>B. Professional communication</u> 1. Meaning of professional communication. 2. Types of professional communication.

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B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
June	4th week	19/06/2023	2.1. Formal or systematic communication. Upward communication. (How it takes place, symbol merits and demerits)
		21/06/2023	Down-ward communication (How it takes place, symbol merits and demerits) Parallel communication (How it takes place; symbol merits and demerits)
		23/06/2023	2.2 - Informal communication Grape vine communication (How it takes place symbol merits and demerits)

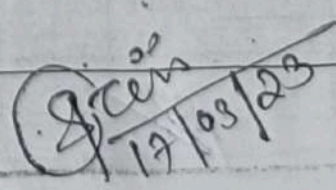
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B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
June	4th week	24/06/2023	<p>C. <u>Non-Verbal communication</u></p> <ol style="list-style-type: none"> 1. Meaning of non-verbal communication 2. Different areas of non-verbal communication <p>Kinesics or Body Language (Posture and Gestures, facial expression and eye contact)</p>
June	5th week	26/06/2023	<p>Proxemics or spatial language (Private space, personal space, social space, public space.)</p>

5/23


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B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
			<p>Language sign and symbols (Audio sign and visual sign in everyday life with merits and demerits</p>

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9/11/23
17/03/23