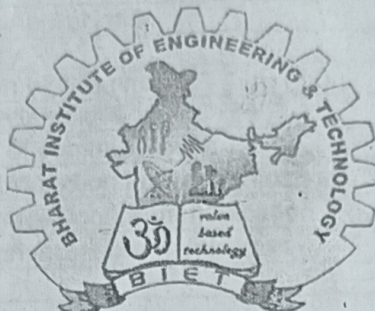


BHARAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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



STUDENT'S ATTENDANCE REGISTER

Time	9:05	10:45	9:55	1:05	
Day	to 9:55	to 11:35	to 10:45	to 1:55	
TUE	Comm. Eng.	↓	↓	↓	
WED	→	Comm. Eng.	↓	↓	
THU	→	→	Comm. Eng.	↓	
FRI	→	→	→	Comm. Eng.	

Year/ Session	1 st / 2023 (S)	20 th March, 2023 to 26 th June, 2023.
Semester & Branch		2 nd Semester Civil Branch (Sec-'C')
Subject with Code		Communicative English (Th 1a.)
Name of the Faculty Member		Miss Sipra Panda.

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
March ↑ ↓			<u>UNIT - I</u> <u>LITERATURE APPRECIATION</u> <u>1. Reading Comprehension</u> Sub-skill of reading comprehension are to be worked out and tested through an unseen passage in about 200-500 words. A student should get acquainted with sub-skills of reading for the purpose of:- Skimming the gist. Scanning for necessary information. Close reading for inference and evaluation. Main idea and supporting points. Guessing the meaning of unfamiliar words. Note Making. Summarizing. Supplying a suitable title.
	4th Week	21/03/23	
		22/03/23	
		23/03/23	
		24/03/23	
	5th Week	28/03/23	
		29/03/23	

Signature of the Faculty:

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

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
April ↑ ↓	2 nd Week.	31/03/23	<u>2. Text.</u> Standing up For Yourself. By Yevgeny Yevtushenko.
		04/04/23	
		05/04/23	The Magic OF Teamwork By Sam Pitroda.
		06/04/23	
	3 rd Week.	11/04/23	Inchcape Rock By Robert Southey.
		12/04/23	
	4 th Week.	13/04/23	To My True Friend By Elizabeth Pinard.
		18/04/23	
			<u>UNIT - II (VOCABULARY)</u> 19/04/23 Use of Synonyms, antonyms.
		20/04/23	Same word used in different situations in different meaning.
		21/04/23	Single Word Substitution.

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12/03/23

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B.I.E.T., COURSE PLAN

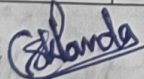
Month	Week	Class Day	Theory/Practical Topic
May ↑ ↓	5 th Week	25/04/23	<u>UNIT - III</u> <u>Application of Grammar</u> Countable and uncountable Noun. Articles and Determiners.
		26/04/23	Modal verbs
		27/04/23	Tenses
		28/04/23	Voice - Change.
	1 st Week	02/05/23	Subject-Verb Agreement
		03/05/23	
		04/05/23	
			<u>UNIT - IV</u> <u>Formal Writing Skills.</u>
	2 nd Week	09/05/23	1. Paragraph Writing Meaning. Features of Paragraph Writing. (Topic Statement, Supporting points and plot compatibility)

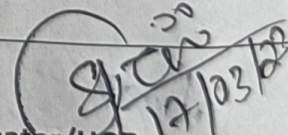
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B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
		10/05/23	Developing Ideas into paragraphs. (Describing place/person/object/situation any general topic of interest.)
		11/05/23	2. Notice
			3. Agenda
		12/05/23	4. Report Writing
	3 rd Week	16/05/23	(Format of a report, Reporting an event/news)
		17/05/23	5. Writing Personal Letter.
		18/05/23	
	4 th Week	23/05/23	6. Letter to the Principal, Librarian
		24/05/23	Head of the Department and HOD Superintendent.
		25/05/23	7. Writing Business Letter. Layout of a Business Letter.
		26/05/23	Letter of Enquiry, placing an order Execution of an order, Complaint Cancellation of an order.
	5 th Week	30/05/23	(Features, Format and Examples)


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B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
JUNE	1st Week	31/05/23	8. Job application and C.V. (Features, Format and Examples)
		01/06/23	<u>UNIT - V</u> <u>Elements of Communication</u> <u>A. Introduction to Communication</u>
	2nd Week	02/06/23	1. Meaning, definition and concept of communication. 2. Good communication and Bad communication.
		06/06/23	3. Communication Model. One-way communication model and Two-way communication model with examples. 4. Process of communication and factors responsible for it. Sender, Message, Channel, Receiver/Audience, Feedback, Noise, context.

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17.3.23
17/03/23

B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
			<u>B. Professional Communication</u>
		07/06/23	1. Meaning of professional communication.
			2. Types of professional communication.
		08/06/23	2.1. Formal or systematic communication.
			up-ward communication (How it takes place, symbol, merit and demerits)
		09/06/23	Down-ward communication. (How it takes place, symbol, merit and demerits)
	3 rd Week	13/06/23	Parallel communication. (How it takes place, symbol, merit and demerits)

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B.I.E.T., COURSE PLAN

Month	Week	Class Day	Theory/Practical Topic
		16/06/23	2.2. Informal Communication. Grapevine Communication (How it takes place, Symbol, merits and demerits)
	4 th Week.	21/06/23	<u>C. Non-Verbal Communication</u> 1. Meaning of non-verbal Communication. 2. Different areas of non-verbal Communication. Kinesics or Body Language. (Posture and gestures, Facial expression and Eye contact)
		22/06/23	Proxemics or Spatial Language (Private space, Personal space, Social space, Public space)
		23/06/23	Language of Signs and Symbols (Audio sign and visual sign in everyday life with merits and demerits)

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17/03/23