

sub-English	Semester: 2ND Sem	Name of the Faculty: Nargis Begum	DATE	SIGN	HOD'S REMARK	SIGN OF PRINCIPAL
sub-communicative English	Class per Week Allotted: 4	No. of Week:				
WEEK	Class	THEORY TOPICS TO BE COVERED				
1	1	LITERATURE APPRECIATION,				
	2	Skimming the gist				
	3	Close reading for inference and evaluation				
	4	Main idea and supporting points				
	5					
2	2	Introduction to standing up yourself				
	3	prepare question and answer				
	4	The Magic Of Teamwork				
	5	prepare question and answer				
	6					
3	1	Inchcape Rock				
	2	prepare question and answer				
	3	To My True Friend				
	4	prepare question and answer				
	5					
4	1	single word to my two friend				
	2	Same word used in different situations				
	3	Single word substitute				
	4	Countable an Uncountable Noun				

4	5					
5	1	Articles and Determiners				
	2	Modal Verbs				
	3	Tense				
	4	Voice-change				
	5					
	6					
6	1	Subject-verb Agreement				
	2	Paragraph writing				
	3	Meaning • Features of Paragraph Writing				
	4	Developing Ideas into Paragraphs (				
	5					
7	1	2. Notice				
	2	Agenda				
	3	(Format of a Report, Reporting an event / news)				
	4	Writing personal letter				
	5					
8	1	Letter to the Principal, Librarian,				
	2	• Layout of a Business Letter				
	3	Letter of Enquiry, Placing an Order, Execution of an Order				
	4	Job application and C.V.				
	5	Structured Programming Language				
	6	Examples of Problem solving through Flowchart				
9	1	(Features, Format and example				
	2	A. Introduction to Communication				
	3	1. Meaning, Definition and concept of communication				
	4	. Good Communication and Bad				
	5					
1	1	Communication model				

10	2	One-way Communication Model				
	3	Two-way Communication Model with				
	4	Process of communication and factors				
	5					
11	1	Sender, Message, Channel, Receiver				
	2	Professional Communication				
	3	Meaning of professional communication				
	4	Types of professional communication				
	5					
12	1	Formal or Systematic Communication				
	2	Upward communication				
	3	Down-ward communication				
	4	Parallel communication				
	5					
13	1	Grape vine communication				
	2	Environmental Barrier				
	3	Semantic Barrier				
	4	• Syntactic Barrier				
14	1	Cultural Barrier				
	2	Psychological Barrier • Individual Barrie				
	3	. Non- Verbal Communication				
	4	Meaning of nonverbal Communication				
15	1	. Different areas of Non-verbal Communication				
	2	Postures and Gestures, Facial Expression and Eye				
	3	Language of Signs and Symbols(Audio Sign and Visual Sign in everyday life with merits and demerits)				
	4	Rivision				