**GOVERNMENT POLYTECHNIC COLLEGE, PURASAWALKAM, CHENNAI -600 112**

**SUBJECT LOG – COMMUNICATION ENGLISH - I**

**DEPARTMENT : I YEAR ENGINEERING**

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| **HANDLING STAFF : Ms.V. Kavitha & Mr.S.Sivaraman**  |
| **CLASSES : MX-I, MX-II, CE-I, CE-II, IT-I & IT-II** | **TOTAL HOURS ALLOTED : 5 Units (75 Hours)** |

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| **DATE** | **UNIT** | **TOPIC** | **PORTION TO BE COVERED** | **TEACHING AID** | **ALLOTTED HOURS** |
| 10/7/18 |  |  | PARTS OF SPEECH |  |  |
| 10/7/18 | UNIT 1 | NAMES & ACTIONS | Definition -Nounclassification of nouns | Black board, chalk and Talk | 15 |
| 11/7/18 | Verb-Adverb- | Chalk and Talk, Chart  |
| 12/7/18 | Adjectives-Preposition- | Black board, chalk and Talk |
| 13/7/18 | conjunction-Interjection | Black board, chalk and Talk |
| 16/7/18 | Pronunciation-find the odd words- | Black board, chalk and Talk |
| 17/7/18 | Identifying short and long sounds-  | Black board, chalk and Talk |
| 18/7/18 | Basic rules of phonetics-Homophones | Black board, chalk and Talk |
| 19/7/18 | Singular and Plural- Odd words based on verb form | Black board, chalk and TalkFlash cards, chart |
| 20/07/18 | Introduction and explanation of Tense | Black board, chalk and Talk |
| 23/07/18 | Present Tense- Present continuous tense- | Black board, chalk and TalkFlash cards, chart |
| 24/7/18 | Present perfect tense-Present perfect continuous tense | Black board, chalk and TalkFlash cards, chart |
| **DATE** | **UNIT** | **TOPIC** | **PORTION TO BE COVERED** | **TEACHING AID** | **ALLOTTED HOURS** |
| 25/7/18 | UNIT 1 | NAMES & ACTIONS |  Past Tense-Past Continuous tense- | Black board, chalk and Talk |  |
| 26/7/18 | Past perfect continuous tense- past perfect tense | Black board, chalk and TalkFlash cards, chart |
| 27/07/18 | Future Tense-Future continuous tense- | Black board, chalk and Talk |
| 30/7/18 | Future perfect tense  | Black board, chalk and Talk |
| 1/8/18 | Future perfect continuous tense | Black board, chalk and Talk |
| 2/8/18 | Use & of tense | Black board, chalk and Talk |
| 3/8/18 | Homophones  | Black board, chalk and Talk |
| 6/8/18 | UNIT-II | DESCRIPTIONS &CONNECTIONS | Adjectives | Black board, chalk and TalkFlash cards, chart |
| 7/8/18 | Adjectives | Black board, chalk and TalkFlash cards, chart |
| 9/8/18 | Adjectives | Black board, chalk and TalkFlash cards, chart |
| 10/8/18 | Adjectives | Black board, chalk and TalkFlash cards, chart |
| 12/8/18 | Propositions  | Black board, chalk and TalkFlash cards, chart | 15 |
| 13/8/18 | Propositions  | Black board, chalk and TalkFlash cards, chart |
| 14/8/18 | Propositions  | Black board, chalk and TalkFlash cards, chart |
| 16/8/18 | Propositions  | Black board, chalk and TalkFlash cards, chart |
| 20/8/18 | Descriptions – general | Black board, chalk and Talk |
| 21/8/18 | Descriptions – general | Black board, chalk and Talk |
| 23/8/18 | Describing personal experience | Black board, chalk and Talk |

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| **DATE** | **UNIT** | **TOPIC** | **PORTION TO BE COVERED** | **TEACHING AID** | **ALLOTTED HOURS** |
| 24/8/18 | UNIT-II | DESCRIPTIONS &CONNECTIONS | Describing personal experience | Black board, chalk and Talk |  |
| **27/8/18** | **INTERNAL EXAMINATION** |  |
| 27/8/18 | Comprehension  | Black board, chalk and Talk |
| 28/8/18 | Comprehension  | Black board, chalk and Talk |
| 29/8/18 | Comprehension  | Black board, chalk and Talk |
| 30/8/18 | UNIT-III | RESOURCES ANDENVIRONMENT | Framing questions  | Black board, chalk and Talk |  |
| 31/8/18 | Rearranging jumbled words into sentences | Black board, chalk and Talk |
| 3/9/18 | Statement into exclamatory  | Black board, chalk and Talk |
| 4/9/18 | Statement into exclamatory  | Black board, chalk and Talk |
| 5/9/18 | Interrogative into assertive  | Black board, chalk and Talk |
| 6/9/18 | Conversion of statement imperative  | Black board, chalk and Talk |
| 7/9/18 | Misspelt into words  | Black board, chalk and Talk | 15 |
| 10/9/18 | Clause – main clause  | Black board, chalk and Talk |
| 11/9/18 | Subordinate clause  | Black board, chalk and Talk |
| 12/9/18 | Articles  | Black board, chalk and Talk |
| 14/9/18 | Articles  | Black board, chalk and Talk |
| 17/9/18 | Articles  | Black board, chalk and Talk |
| 18/9/18 | Punctuation  | Black board, chalk and Talk |
| 19/9/18 | Punctuation  | Black board, chalk and Talk |
| 20/9/18 | Instruction for direction  | Black board, chalk and Talk |

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| **DATE** | **UNIT** | **TOPIC** | **PORTION TO BE COVERED** | **TEACHING AID** | **ALLOTTED HOURS** |
| 24/9/18 | UNIT-IV | WRITING (COMPOSITION) | Conversion of visual to verbal text | Black board, chalk and Talk | **15** |
| 25/9/18 | Conversion of visual to verbal text | Black board, chalk and Talk |
| 26/9/18 | Conversion of visual to verbal text | Black board, chalk and Talk |
| 27/9/18 | Conversion of visual to verbal text | Black board, chalk and Talk |
| 28/9/18 | Mobile messages  | Black board, chalk and Talk |
| 1/10/18 | Mobile messages  | Black board, chalk and Talk |
| 3/10/18 | Mobile messages  | Black board, chalk and Talk |
| 4/10/18 | Graphics  | Black board, chalk and Talk |
| 5/10/18 | Graphics  | Black board, chalk and Talk |
| 8/10/18 | Graphics  | Black board, chalk and Talk |
| 9/10/18 | Graphics  | Black board, chalk and Talk |
| 10/10/18 | Linkers  | Black board, chalk and Talk |
| 11/10/18 | Linkers  | Black board, chalk and Talk |
| 12/10/18 | Linkers  | Black board, chalk and Talk |
| 15/10/18 | Linkers  | Black board, chalk and Talk |
| 16/10/18 | UNIT –V | WRITING (COMPOSITION) | Letter writing  | Black board, chalk and Talk | **15** |
| 17/10/18 | Letter writing  | Black board, chalk and Talk |
| 22/10/18 | Personal letter  | Black board, chalk and Talk |
| 23/10/18 | Invitation letter  | Black board, chalk and Talk |
| 24/10/18 | Permission letter | Black board, chalk and Talk |
| 25/10/18 | Thanking letter  | Black board, chalk and Talk |
| 26/10/18 | Hints development | Black board, chalk and Talk |