

# LESSON PLAN

SUBJECT: COMMUNICATION SKILLS IN ENGLISH  
(PRACTICAL)


BRANCH: COMMON (ELECTRICAL & COMP. SC.)


SEMESTER: 1<sup>st</sup> (2024-25)

NAME OF THE FACULTY: SANJAYA GOPAL TRIPATHY



**GOVERNMENT POLYTECHNIC, BHADRAK**

  
HOD, Math & Sc

  
Academic Co-ordinator  
**Academic Co-ordinator**

  
Principal  
**Principal**  
**Govt. Polytechnic**  
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**LESSON PLAN FOR WINTER SEMESTER – 2024**  
**Dept. of Math & Science, Govt .Polytechnic, Bhadrak**

**Name of the Faculty : SANJAYA GOPAL TRIPATHY**

**Course Code: TH-1A**

**Theory: COMMUNICATION SKILLS IN ENGLISH LAB**

**Total Periods :60**

**Examination: WINTER (2024)**

**Sessional: 25 Marks**

**End Sem. Exam: NIL**

**Total Mark :25**

**Class Start : 16.08.2024**

<b>Discipline: Math &amp; Science</b>	<b>Semester: 1<sup>st</sup> (2024)</b>	<b>Name of the Teaching Faculty : SANJAYA GOPAL TRIPATHY</b>
<b>Subject: COMMUNICATION SKILLS IN ENGLISH</b>	<b>No. of Days/per week class allotted: 04</b>	<b>Semester from date: 16.08.2024 To Date: 16.12.2024</b>
<b>Week</b>	<b>Class Day</b>	<b>Theory/ Topics</b>
<b>1<sup>st</sup></b>	<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>Unit-1 Listening process and practice</li> </ul>
	<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"> <li>Types of listening and their relation to the processes of listening.</li> </ul>
	<b>3<sup>rd</sup></b>	<ul style="list-style-type: none"> <li>Introduction to recorded lectures, students to be tested for their listening of the lectures.</li> </ul>
	<b>4<sup>th</sup></b>	<ul style="list-style-type: none"> <li>Introduction to recorded poems, students to be tested for their recitation of the poem.</li> </ul>
<b>2<sup>nd</sup></b>	<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>Introduction to interviews, learning how to prepare for interviews.</li> </ul>
	<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"> <li>Speeches, their Importance in public gatherings, construction of speeches</li> </ul>
	<b>3<sup>rd</sup></b>	<ul style="list-style-type: none"> <li>Listening tests on the above mentioned topics.</li> </ul>
	<b>4<sup>th</sup></b>	<ul style="list-style-type: none"> <li>Difference between listening and hearing.</li> </ul>
<b>3<sup>rd</sup></b>	<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>Grooming and its importance while interviews.</li> </ul>
	<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"> <li>Revision of the entire unit followed by an assessment. (Unit 1 completed)</li> </ul>
	<b>3<sup>rd</sup></b>	<ul style="list-style-type: none"> <li>Unit 2- sounds and their origin.</li> </ul>
	<b>4<sup>th</sup></b>	<ul style="list-style-type: none"> <li>Production of speech sound and their relation to the buccal cavity.</li> </ul>
<b>4<sup>th</sup></b>	<b>1<sup>st</sup></b>	<ul style="list-style-type: none"> <li>Consonants ; their production and types</li> </ul>
	<b>2<sup>nd</sup></b>	<ul style="list-style-type: none"> <li>A small assessment of the above mentioned topics.</li> </ul>
	<b>3<sup>rd</sup></b>	<ul style="list-style-type: none"> <li>Vowels; their production and types.</li> </ul>



	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Types of monophthong and diphthongs.</li> </ul>
5 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Transcription of words (IPA)</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Practicing transcription of words in the classroom.</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Weak forms</li> </ul>
	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Definition of syllable; syllabic division of various words</li> </ul>
6 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Word stress and its importance in speaking skills.</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Accented and unaccented words</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Variation of accented and unaccented words when used as nouns and verbs.</li> </ul>
	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Intonation; Definition</li> </ul>
7 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Rising and falling intonations with examples</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Rising-falling intonation, falling- rising intonation, their differences and usages.</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Intonation in sentences.</li> </ul>
	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Voice and its importance in speaking skills.</li> </ul>
8 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Revision of the entire unit</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Assessment of the entire unit.</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Unit 3- standard and formal speech.</li> </ul>
	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Application of standard and formal speeches.</li> </ul>
9 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Introduction to group discussion</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Holding sessions of group discussions by forming groups of 5 students each.</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Analysing the approach of each student, weighing their strengths and weakness while participating in group discussions.</li> </ul>
	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Viva examination of GD</li> </ul>
10 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Introduction to oral presentation</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Discussing the importance of oral presentation in personality development.</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Analysing and correcting various flaws of the students while performing an oral presentation.</li> </ul>
	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Viva examination of oral presentation.</li> </ul>
11 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Public speaking and its importance in developing the soft skills of student.</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Listening to recorded videos of distinguished and eminent public speakers.</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Breaking down and analysing the styles and techniques of various public speakers in understanding the crux of public speaking</li> </ul>
	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Business presentation and the techniques of properly conducting a business meeting.</li> </ul>
12 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Basics of PowerPoint presentation</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Understanding the various applications of power point presentation.</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Importance of PPT while presenting a topic orally.</li> </ul>
	4 <sup>th</sup>	<ul style="list-style-type: none"> <li>Conversations and its types.</li> </ul>
13 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Telephonic conversation and its importance in improving conversational skills of the students.</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Practicing telephonic conversation in the lab by dividing the</li> </ul>

		students into groups of 5.
	3 <sup>rd</sup>	▪ Introduction to Role-play
	4 <sup>th</sup>	▪ Role play in a formal setting for example – a conversation between a bank manager and a client in regard to opening of a bank account.
14 <sup>th</sup>	1 <sup>st</sup>	▪ Role play in a formal setting for example – a conversation between a Sales Manager and a client for using a product.
	2 <sup>nd</sup>	▪ Final Viva of unit 1 – Listening skills
	3 <sup>rd</sup>	▪ Final Viva of unit 2 – Introduction to phonetics
	4 <sup>th</sup>	▪ Final Viva of unit 3 – Speaking skills
15 <sup>th</sup>	1 <sup>st</sup>	▪ Previous year question discussion
	2 <sup>nd</sup>	▪ Important question discussion
	3 <sup>rd</sup>	▪ Important question discussion
	4 <sup>th</sup>	▪ Important question discussion



Signature of the Faculty