

LESSON PLAN

SUBJECT: COMMUNICATION SKILLS IN ENGLISH
(Theory)

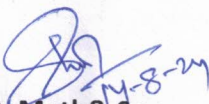
BRANCH: COMMON (ELECTRICAL & COMP. SC.)

SEMESTER: 1st (2024-25)


NAME OF THE FACULTY: SANJAYA GOPAL TRIPATHY



GOVERNMENT POLYTECHNIC, BHADRAK


HOD, Math & Sc
14-8-24


Academic Coordinator
Academic Co-ordinator
14-8-24


Principal
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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

Subject: COMMUNICATION SKILLS IN ENGLISH

Total Periods :45

Session: WINTER (2024)

Page: 1st

Internal Assessment/ Sessional: 30

End Sem. Exam: 70

Total Mark :100

Class Start : 16.08.2024

Discipline: Math & Science	Semester: 1st (2024)	Name of the Teaching Faculty : SANJAYA GOPAL TRIPATHY
Subject: COMMUNICATION SKILLS IN ENGLISH	No. of Days/per week class allotted: 03	Semester from date: 16.08.2024 To Date: 16.12.2024 No. of Weeks: 15
Week	Class Day	Theory/ Topics
1 st	1 st	<ul style="list-style-type: none">Unit-1 Basics of communication; Introduction meaning and definition, Process of communication.Types of communication formal and informal.
	2 nd	<ul style="list-style-type: none">Verbal non-verbal and barriers to effective communication
	3 rd	<ul style="list-style-type: none">Revision of the previous classes followed by a quick assessment.
2 nd	1 st	<ul style="list-style-type: none">Art of effective communication:
	2 nd	<ul style="list-style-type: none">Choosing words, voice modulation, clarity, time, simplification of words.
	3 rd	<ul style="list-style-type: none">7Cs of effective communication. (Considerate, concrete, concise, clear, complete, correct, courteous)Technical Communication.
3 rd	1 st	<ul style="list-style-type: none">Types of communication formal and informal.
	2 nd	<ul style="list-style-type: none">Revision of the entire unit followed by an Assessment.
	3 rd	<ul style="list-style-type: none">Unit-2 Introduction to soft and hard skills.
4 th	1 st	<ul style="list-style-type: none">Importance of Soft and Hard skills.
	2 nd	<ul style="list-style-type: none">Life Skills: Self Awareness and Self Analysis
	3 rd	<ul style="list-style-type: none">Applying Soft skills across cultures
5 th	1 st	<ul style="list-style-type: none">Revision of the entire unit with an assessment. (Unit-2 Completed)

	2 nd	<ul style="list-style-type: none"> Unit 3- Close reading of the text "An Astrologer's Day"
	3 rd	<ul style="list-style-type: none"> Practicing reading comprehension and grammar exercises on the above mentioned text.
6 th	1 st	<ul style="list-style-type: none"> Close reading of the text "The Missing Mail"
	2 nd	<ul style="list-style-type: none"> Practicing reading comprehension and grammar exercises on the above mentioned text.
	3 rd	<ul style="list-style-type: none"> Close reading of the text "Doctor's Word"
7 th	1 st	<ul style="list-style-type: none"> Practicing reading comprehension and grammar exercises on the above mentioned text.
	2 nd	<ul style="list-style-type: none"> Close reading of the text "The Gift of the Magi"
	3 rd	<ul style="list-style-type: none"> Practicing reading comprehension and grammar exercises on the above mentioned text.
8 th	1 st	<ul style="list-style-type: none"> Recitation and analysis of the poem "Stopping by the woods on a snowy evening"
	2 nd	<ul style="list-style-type: none"> Practicing reading comprehension and grammar exercises on the above mentioned text.
	3 rd	<ul style="list-style-type: none"> Recitation and analysis of the poem "Where the mind is without fear"
9 th	1 st	Practicing reading comprehension and grammar exercises on the above mentioned text. (Unit-3 completed)
	2 nd	<ul style="list-style-type: none"> Unit-4-Learning Summary Writing
	3 rd	<ul style="list-style-type: none"> Practicing questions and classwork
	4 th	<ul style="list-style-type: none"> Learning Report Writing
10 th	1 st	<ul style="list-style-type: none"> Practicing questions and classwork
	2 nd	<ul style="list-style-type: none"> Learning to write business letters
	3 rd	<ul style="list-style-type: none"> Practicing questions and classwork
11 th	1 st	<ul style="list-style-type: none"> Learning to write Personal Letters
	2 nd	<ul style="list-style-type: none"> Practicing questions and classwork
	3 rd	<ul style="list-style-type: none"> Drafting emails, notices and minutes of the meetings
12 th	1 st	<ul style="list-style-type: none"> Filling up of Bank forms and other online forms Revision of the entire topic with an assessment. (Unit-4 completed)
	2 nd	<ul style="list-style-type: none"> Unit-5 Vocabulary of commonly used words

	3 rd	<ul style="list-style-type: none"> Practicing questions and classwork.
13 th	1 st	<ul style="list-style-type: none"> Commonly used administrative terms; one word substitution
	2 nd	<ul style="list-style-type: none"> Practicing questions and classwork
	3 rd	<ul style="list-style-type: none"> Parts of speech
14 th	1 st	<ul style="list-style-type: none"> Practicing questions and classwork
	2 nd	<ul style="list-style-type: none"> Active and Passive voice
	3 rd	<ul style="list-style-type: none"> Practicing questions and classwork
	4 th	<ul style="list-style-type: none"> Tense and Punctuation
15 th	1 st	<ul style="list-style-type: none"> Practicing questions and classwork
	2 nd	<ul style="list-style-type: none"> Short type question discussion
	3 rd	<ul style="list-style-type: none"> Important question and previous year questions discussion.

Faculty Signature