

LESSON PLAN

SUBJECT: COMMUNICATION SKILLS IN ENGLISH
(PRACTICAL)


BRANCH: COMMON (MECHANICAL & TEXTILE)

SEMESTER: 2nd (2024-25)


NAME OF THE FACULTY: SANJAYA GOPAL TRIPATHY



GOVERNMENT POLYTECHNIC, BHADRAK


HOD, Math & Sc
02-02-25


2.2.25
Academic Coordinator
Academic Co-ordinator


Principal
2.2.25
Govt. Polytechnic
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LESSON PLAN FOR SUMMER SEMESTER – 2025
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: SUMMER (2025)

Sessional: 25 Marks

End Sem. Exam: NIL

Total Mark :25

Class Start : 04.02.2025

Discipline: Math & Science	Semester: 2ND(2025)	Name of the Teaching Faculty : SANJAYA GOPAL TRIPATHY
Subject: COMMUNICATION SKILLS IN ENGLISH	No. of Days/per week class allotted: 04	Semester from date: 04.02.2025 To Date: 17.05.2025
Week	Class Day	Theory/ Topics
1st	1st	<ul style="list-style-type: none"> Unit-1 Listening process and practice
	2nd	<ul style="list-style-type: none"> Types of listening and their relation to the processes of listening.
	3rd	<ul style="list-style-type: none"> Introduction to recorded lectures, students to be tested for their listening of the lectures.
	4th	<ul style="list-style-type: none"> Introduction to recorded poems, students to be tested for their recitation of the poem.
2nd	1st	<ul style="list-style-type: none"> Introduction to interviews, learning how to prepare for interviews.
	2nd	<ul style="list-style-type: none"> Speeches, their Importance in public gatherings, construction of speeches .
	3rd	<ul style="list-style-type: none"> Listening tests on the above mentioned topics.
	4th	<ul style="list-style-type: none"> Difference between listening and hearing.
3rd	1st	<ul style="list-style-type: none"> Grooming and its importance while interviews.
	2nd	<ul style="list-style-type: none"> Revision of the entire unit followed by an assessment. (Unit 1 completed)
	3rd	<ul style="list-style-type: none"> Unit 2- sounds and their origin.
	4th	<ul style="list-style-type: none"> Production of speech sound and their relation to the buccal cavity.
4th	1st	<ul style="list-style-type: none"> Consonants ; their production and types
	2nd	<ul style="list-style-type: none"> A small assessment of the above mentioned topics.
	3rd	<ul style="list-style-type: none"> Vowels; their production and types.

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

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

Signature of the Faculty