

# LESSON PLAN

SUBJECT: COMMUNICATION SKILLS IN ENGLISH  
(Theory)

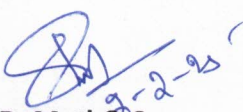
BRANCH: COMMON (MECH & TEXTILE)

SEMESTER: 2<sup>nd</sup> (2024-25)

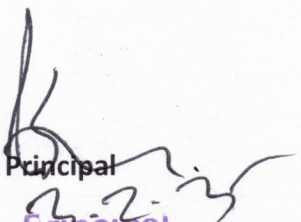
NAME OF THE FACULTY: SANJAYA GOPAL TRIPATHY



**GOVERNMENT POLYTECHNIC, BHADRAK**

  
HOD, Math & Sc

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

  
Principal  
**Principal**  
Govt. Polytechnic  
Bhadrak

**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  
Total Periods :45  
Examination: SUMMER (2025)  
Sem: SECOND

Internal Assessment/ Sessional: 30  
End Sem. Exam: 70  
Total Mark :100  
Class Start : 04.02.2025

<b>Discipline:</b> <b>Math &amp; Science</b>	<b>Semester:</b> <b>2<sup>ND</sup>(2025)</b>	<b>Name of the Teaching Faculty : SANJAYA GOPAL TRIPATHY</b>
<b>Subject:</b> <b>COMMUNICATION SKILLS IN ENGLISH</b>	<b>No. of Days/per week class allotted:</b> <b>03</b>	<b>Semester from date: 04.02.2025 To Date: 17.05.2025</b>  <b>No. of Weeks: 15</b>
<b>Week</b>	<b>Class Day</b>	<b>Theory/ Topics</b>
1 <sup>st</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Unit-1 Basics of communication;Introduction meaning and definition,Process of communication.</li> <li>Types of communication formal and informal.</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Verbal non-verbal and barriers to effective communication</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Revision of the previous classess followed by a quick assessment.</li> </ul>
2 <sup>nd</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Art of effective communication:</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Choosing words,voice modulation,clarity,time,simplification of words.</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>7Cs of effective communication. (Considerate,concrete,concise,clear,complete,correct,courteous)</li> <li>Technical Communication.</li> </ul>
3 <sup>rd</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Types of communication formal and informal.</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Revision of the entire unit followed by an Assessment.</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Unit-2 Introduction to soft and hard skills.</li> </ul>
4 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Importance of Soft and Hard skills.</li> </ul>
	2 <sup>nd</sup>	<ul style="list-style-type: none"> <li>Life Skills: Self Awareness and Self Analysis</li> </ul>
	3 <sup>rd</sup>	<ul style="list-style-type: none"> <li>Applying Soft skills across cultures</li> </ul>
5 <sup>th</sup>	1 <sup>st</sup>	<ul style="list-style-type: none"> <li>Revision of the entire unit with an assessment. (Unit-2 Completed)</li> </ul>



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

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



Faculty Signature