

LESSON PLAN

SUBJECT: COMMUNICATION SKILLS IN ENGLISH PR I

COMMON TO ALL BRANCHES

1ST YEAR(2026-27)

NAME OF THE FACULTY: DR. BANDITA SATPATHY



GOVERNMENT POLYTECHNIC, BHADRAK

Paul
23/07/26
HOD I/C, Humanities & Sc
23/07/2026

Bandita Satpathy
23/07/2026
Academic Co-ordinator
Academic Co-ordinator

Principal
Principal
Govt. Polytechnic, Bhadrak
Principal
Govt. Polytechnic
Bhadrak

ACADEMIC LESSON PLAN OF 2026-27
COMMUNICATION SKILLS IN ENGLISH/ PRACTICAL – I
COMMON TO ALL BRANCHES

Sl. No	Department: Humanities and Sciences	Year:1st Common to all branches	Name of the teaching faculty: Dr. Bandita Satpathy, Lecturer Stage II in English
	Subject: Communication Skills in English/ Pr I	Classes Allotted: 02 periods per week	Year: 1 st From :17 th August 2026 to 17 th April 2027 No. of weeks:35 weeks
	Week	Period per Day	Topics to be covered:
01	1 st	01	An orientation class to help learners: • Know what exactly English Communication Practical means • Feel comfortable • Share important rules and class room culture • Familiarise with class room resources
02		02	Discussion of 4-Skills of Language Learning and how this will be implemented in the class
03	2 nd	01	Unit:1 Listening Skills Listening Process Practice through Stories, Poems, Interviews and Speeches • What is Listening/ Effective Listening • Process or how to develop Effective Listening
04		02	Unit:1 Listening Skills • Filling-in the blanks after listening to an interview
05	3 rd	01	Unit:1 Listening Skills • Filling-in the blanks after listening to an interview
06		02	Unit:1 Listening Skills • Filling-in the blanks after listening to a poem
07	4 th	01	Unit:1 Listening Skills • Filling-in the blanks after listening to a poem
08		02	Unit:1 Listening Skills • Summarizing a short story with a morale after listening to it
09	5 th	01	Unit:1 Listening Skills • Summarizing a short story with a morale after listening to it
10		02	Unit:1 Listening Skills

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23/07/20

11	6 th	01	Making a list of important information or ideas after listening to a speech
12		02	Unit:1 Listening Skills - Making a list of important information or ideas after listening to a speech Unit:1 Listening Skills Refreshing the skills with more practice - Filling-in the blanks after listening to an interview - Filling-in the blanks after listening to a poem
13	7 th	01	Unit:1 Listening Skills Refreshing the skills with more practice - Summarizing a short story with a morale after listening to it - Making a list of important information or ideas after listening to a speech
14		02	Unit:1 Listening Skills Some random areas other than prescribed ones for practice(Beyond Syllabus)
15	8 th	01	Unit:2 Reading Skills Sounds: Consonant, Vowel, Diphthongs, Reading Activities, Homophones, Homonyms Helping learners to get acquainted with Consonant, Vowel, Diphthongs, Reading Activities, Homophones, Homonyms
16		02	Unit:2 Reading Skills Helping learners to get acquainted with Consonant, Vowel, Diphthongs, Reading Activities, Homophones, Homonyms
17	9 th	01	Unit:2 Reading Skills Reading aloud a given text and locating homophones and homonyms
18		02	Unit:2 Reading Skills Reading aloud a given text and locating homophones and homonyms
19	10 th	01	Unit:2 Reading Skills Reading aloud a given text and locating homophones and homonyms
20		02	Unit:2 Reading Skills Reading aloud a given text and locating homophones and homonyms
21	11 th	01	Unit:2 Reading Skills Reading aloud a given passage and make a list of unfamiliar words and record the synonyms and antonyms of those words
22		02	Unit:2 Reading Skills Reading aloud a given passage and make a list of unfamiliar words and record the

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23	12 th	01	synonyms and antonyms of those words Unit:2 Reading Skills Reading aloud a given passage and make a list of unfamiliar words and record the synonyms and antonyms of those words
24		02	Unit:2 Reading Skills Reading aloud 19a given passage and make a list of unfamiliar words and record the synonyms and antonyms of those words
25	13 th	01	Unit:2 Reading Skills Refreshing the skills with more practice - Reading aloud a given text and locating homophones and homonyms - Reading aloud a given passage and make a list of unfamiliar words and record the synonyms and antonyms of those words
26		02	Unit:2 Reading Skills Refreshing the skills with more practice - Reading aloud a given text and locating homophones and homonyms - Reading aloud a given passage and make a list of unfamiliar words and record the synonyms and antonyms of those words
27	14 th	01	Unit: III Speaking Skills Standard and Formal Speech: Group Discussion, Oral Presentation, Public Speaking, Conversation Practice(Face-to-face and Telephonic), Role Play Helping learners to get acquainted with the process of developing effectiveness in these areas
28		02	Unit: III Speaking Skills Standard and Formal Speech: Group Discussion, Oral Presentation, Public Speaking, Conversation Practice(Face-to-face and Telephonic), Role Play Helping learners to get acquainted with the process of developing effectiveness in these areas
29	15 th		1 st Internal Assessment
30	15 th		1 st Internal Assessment
31	16 th	01	Unit: III Speaking Skills Self-introduction
32		02	Unit: III Speaking Skills Self-introduction
33	17 th	01	Unit: III Speaking Skills Face-to-face conversation with a friend on career selection
34		02	Unit: III Speaking Skills

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35	18 th	01	- Face-to-face conversation with a friend on career selection Unit: III Speaking Skills - Telephonic Conversation- Inviting a friend over telephone to your birth day party
36		02	Unit: III Speaking Skills Telephonic Conversation- Inviting a friend over telephone to your birth day party
37	19 th	01	Unit: III Speaking Skills Anchoring on a given formal situation(Welcome and Farewell meeting)
38		02	Unit: III Speaking Skills Anchoring on a given formal situation(Welcome and Farewell meeting)
39	20 th	01	Unit: III Speaking Skills Record viewpoints of individual participants in a group discussion (as prescribed) in any one of the topics recorded in syllabus. Before that a learner is to get acquainted with: - Meaning and purpose of Group Discussion - Group Discussion Etiquettes
40		02	Unit: III Speaking Skills Guidelines to record viewpoints of individual participants with a sample GD
41	21 st	01	Unit: III Speaking Skills Following topics are to be distributed among student groups for practice - Use of mobile phones in institute premises - Government Job vs Jobs in MNCs - Hard Work vs Intelligence - Skill vs Knowledge
42		02	Unit: III Speaking Skills Following topics are to be distributed among student groups for practice - Use of mobile phones in institute premises - Government Job vs Jobs in MNCs - Hard Work vs Intelligence - Skill vs Knowledge
43	22 nd	01	Unit: III Speaking Skills Following topics are to be distributed among student groups for practice - Use of mobile phones in institute premises - Government Job vs Jobs in MNCs - Hard Work vs Intelligence - Skill vs Knowledge
44		02	Unit: III Speaking Skills

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45	23 rd	01	Following topics are to be distributed among student groups for practice - Use of mobile phones in institute premises - Government Job vs Jobs in MNCs - Hard Work vs Intelligence - Skill vs Knowledge Unit: III Speaking Skills Role-plays - Purpose of Role-plays - Guidelines for effective participation in Role-plays
46		02	Unit: III Speaking Skills Use of props and non-verbal cues in Role-plays
47	24 th	01	Unit: III Speaking Skills Following topics are to be distributed among student groups for practice - Doctor- Patient - Bank Manager- a Student(bank account opening) - Receptionist- Customer
48		02	Unit: III Speaking Skills Following topics are to be distributed among student groups for practice - Doctor- Patient - Bank Manager- a Student(bank account opening) - Receptionist- Customer
49	25 th	01	Unit: III Speaking Skills Topics other than prescribed by syllabus for more practice of Role-plays(Beyond syllabus)
50		02	Unit: III Speaking Skills Topics other than prescribed by syllabus for more practice of Role-plays(Beyond syllabus)
51	26 th		2 nd Internal Assessment
52	26 th		2 nd Internal Assessment
53	27 th	01	Unit: III Speaking Skills Oral presentation on everyday topics(Beyond Syllabus)
54		02	Unit: III Speaking Skills Oral presentation on everyday topics(Beyond Syllabus)
55	28 th	01	Unit: III Speaking Skills Public Speaking(Beyond Syllabus)
56		02	Unit: III Speaking Skills Public Speaking(Beyond Syllabus)
57	29 th	01	Unit: III Speaking Skills Public Speaking(Beyond Syllabus)

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58		02	• Listening Skills
59	30 th	01	• Listening Skills
60		02	• Reading Skills
61	31 st	01	• Oral Presentation
62		02	• Oral Presentation
63	32 nd	01	Sessional
64		02	Sessional
65	33 rd	01	Sessional
66		02	Sessional
67	34 th	01	3 rd Internal Assessment
68	34 th	02	3 rd Internal Assessment
69	35 th	01	Closing Ceremony

Asatpatty
23/07/2026
(Concerned Faculty)

John
23/07/2026
(HOD I/C)

John
23/07/2026
(Academic Coordinator)

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LESSON PLAN

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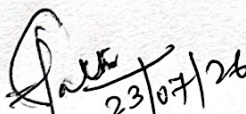
COMMON TO ALL BRANCHES

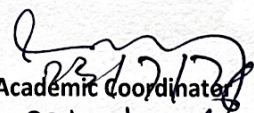
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	Week	Period per Day	Topics to be covered:
01	1 st	01	Complete ideation of the syllabus
02		02	Unit-5: (Vocabulary and) Grammar • Vocabulary of commonly used words
03	2 nd	01	Unit-5: (Vocabulary and) Grammar • Vocabulary of commonly used administrative terms
04		02	Unit-5: (Vocabulary and) Grammar • Single word substitutions
05	3 rd	01	Unit-5: (Vocabulary and) Grammar • Parts of Speech • Punctuation Marks
06		02	Unit-5: (Vocabulary and) Grammar • Concord
07	4 th	01	Unit-5: (Vocabulary and) Grammar • Tense
08		02	Unit-5: (Vocabulary and) Grammar • Tense
09	5 th	01	Unit-5: (Vocabulary and) Grammar • Voice Change
10		02	Unit-5: (Vocabulary and) Grammar • Voice Change
11	6 th	01	Unit-5: (Vocabulary and) Grammar • Revision w.r.t. question pattern
12		02	Unit-5: (Vocabulary and) Grammar • Revision w.r.t. question pattern
13	7 th	01	Unit-1 Communication: Theory and Practice • Basics of communication: Meaning and definition(1.1) • Communication Model(1.2)
14		02	Unit-1 Communication: Theory and Practice • Process of Communication(1.2)
15	8 th	01	Unit-1 Communication: Theory and Practice • Basic understanding(1.3) • Types of Communication: 1.Formal--

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			Upward, Downward(1.3)
16		02	Unit-1 Communication: Theory and Practice Types of Communication: 1. Formal—Horizontal; 2. Informal—Grapevine; 3. Verbal (Meaning and Definition) (1.3)
17	9 th	01	Unit-1 Communication: Theory and Practice Types of Communication: 4. Non-verbal (Proxemics, Kinesics and Paralanguage) (1.3)
18		02	Unit-1 Communication: Theory and Practice Barriers to effective communication: 1. Meaning and how it occurs; 2. Types- a. Semantics (1.4)
19	10 th	01	Unit-1 Communication: Theory and Practice Barriers to effective communication: 2. Types- b. Psychological, c. Physical and d. Cultural (1.4)
20		02	Unit-1 Communication: Theory and Practice 7Cs for Effective Communication: 1. Purpose of 7Cs; 2. 7Cs: Considerate, Concrete, Concise, Clear, Complete, Correct, Courteous (1.5)
21	11 th	01	Unit-1 Communication: Theory and Practice Art of Effective Communication: 1. Meaning; 2. Tools of Effective Communication- Choosing Words, Voice, Modulation, Clarity, Time, Simplification of Words (1.6)
22		02	Unit-1 Communication: Theory and Practice: Technical Communication: Definition and Features (1.7)
23	12 th	01	Unit-2 Soft Skills for Professional Excellence Introduction: Soft Skills and Hard Skills (2.1)
24		02	Unit-2 Soft Skills for Professional Excellence Importance of Soft Skills (2.2)
25	13 th	01	Unit-2 Soft Skills for Professional Excellence Life Skills: Self-awareness and Self-analysis (2.3)
26		02	Unit-2 Soft Skills for Professional Excellence Applying Soft Skills across cultures (2.4)
27	14 th	01	Unit-1 Communication: Theory and Practice Revision w.r.t. question pattern
28		02	Unit-1 Communication: Theory and Practice Revision w.r.t. question pattern
29	15 th		1 st Internal Assessment
30	15 th		1 st Internal Assessment
31	16 th	01	Unit-3: Reading Comprehension Complete understanding of Reading Comprehension: What is Reading

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			Comprehension and Approach to it
32		02	Unit-3: Reading Comprehension • "An Astrologer's Day" by RK Narayan
33	17 th	01	Unit-3: Reading Comprehension • "An Astrologer's Day" by RK Narayan
34		02	Unit-3: Reading Comprehension • "An Astrologer's Day" by RK Narayan
35	18 th	01	Unit-3: Reading Comprehension • "The Missing Mail" by RK Narayan
36		02	Unit-3: Reading Comprehension • "The Missing Mail" by RK Narayan
37	19 th	01	Unit-3: Reading Comprehension • "The Doctor's Word" by RK Narayan
38		02	Unit-3: Reading Comprehension • "The Doctor's Word" by RK Narayan
39	20 th	01	Unit-3: Reading Comprehension • "The Doctor's Word" by RK Narayan
40		02	Unit-3: Reading Comprehension • "The Gift of Magi" by O' Henry
41	21 st	01	Unit-3: Reading Comprehension • "The Gift of Magi" by O' Henry
42		02	Unit-3: Reading Comprehension • "Stopping By woods On A Snowy Evening" by Robert Frost
43	22 nd	01	Unit-3: Reading Comprehension • "Where the Mind is Without Fear" by Rabindra Nath Tagore
44		02	Unit-3: Reading Comprehension • "Daffodils" by William Wordsworth
45	23 rd	01	Unit-3: Reading Comprehension • "To My True Friend" by Elizabeth Pinard
46		02	Unit-3: Reading Comprehension • "To My True Friend" by Elizabeth Pinard
47	24 th	01	Unit-3: Reading Comprehension • Revision w.r.t. question pattern
48		02	Unit-3: Reading Comprehension • Revision w.r.t. question pattern
49	25 th	01	Unit-2: Soft Skills for Professional Excellence • Revision w.r.t. question pattern
50		02	Unit-2: Soft Skills for Professional Excellence • Revision w.r.t. question pattern
51	26 th		2 nd Internal Assessment
52	26 th		2 nd Internal Assessment
53	27 th	01	Unit-4: Professional Writing • Summary writing: Format, example
54		02	Unit-4: Professional Writing • Report writing: 1. Format; 2. Examples as prescribed (Annual Function)
55	28 th	01	Unit-4: Professional Writing • Report writing: 2. Examples as prescribed

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