

LESSON PLAN

SUB: PROFESSIONAL SKILLS

BRANCH: - COMPUTER SCIENCE & ENGG.

SEMESTER: 5th

NAME OF FACULTY: LAXMIDHAR SETHY (Sr. Lect. in CSE)
/ TANMOY RAY (Sr. Trainer Life skills)



GOVERNMENT POLYTECHNIC, BHADRAK

SESSION: 2026-27

Hod, CSE

Academic Co-ordinator

Principal
Govt. Polytechnic, Bhadrak

DEPARTMENT OF Computer Science & Engg.,

LESSON PLAN

SESSION: 2026-2027

Discipline:	Computer Science & Engineering	Semester: 5 th	Name of Faculty: Sri Laxmidhar Sethy / Tanmoy Ray Email ID: ldsathy@gmail.com / tanmoyray10@gmail.com
Subject:	Professional Skills (TH:5c)	No. of Class Days/Week Allotted:	3
Semester From Date:	01/07/2026	Semester To Date:	05/11/2027.
No. of Weeks:	15 Weeks	Total Periods Allotted:	45 Periods

Week	Class Slot	Theory Topics / Module Coverage
1st	1st	Unit 1: Communication Skills - Introduction & Importance in Professional Life
	2nd	Types of Communication: Verbal vs Non-Verbal, Formal vs Informal
	3rd	Barriers to Effective Communication & Strategies to Overcome Them
2nd	1st	Active Listening Skills: Principles, Types & Techniques for Improvement
	2nd	Body Language, Kinesics, Facial Expressions & Posture in Professional Environment
	3rd	Paralinguistics, Pitch, Tone & Voice Modulation during Presentations
3rd	1st	Unit 2: Soft Skills & Interpersonal Communication - Professional Etiquette
	2nd	Interpersonal Relations: Building Rapport, Empathy & Active Collaboration
	3rd	Assertive vs Aggressive vs Passive Communication Styles
4th	1st	Conflict Resolution Strategies & Negotiation Skills in Engineering Workplace
	2nd	Emotional Intelligence (EQ): Self-awareness, Self-regulation & Social Skills
	3rd	Group Dynamics, Teamwork & Working Effectively in Cross-functional Teams
5 th	1st	Unit 3: Professional Writing - Business Correspondence & Formal Letter Structure
	2nd	Writing Official Emails: Netiquette, Structure, Subject Lines & Professional Tone
	3rd	Technical Report Writing: Standard Structure, Data Presentation & Abstract Writing
6th	1st	Memo Writing, Circulars, Office Notices & Agenda Preparation
	2nd	Minutes of Meeting (MoM) Drafting & Action Taken Reports
	3rd	Resume & Curriculum Vitae (CV) Drafting: Types, Formats & Key Components
7th	1st	Crafting Effective Cover Letters & Job Application Writing

	2nd	Revision of Units 1 to 3 & Practical Exercise on Professional Email/Letter Writing
8th	1st	Unit 4: Presentation Skills & Public Speaking - Speech Preparation & Structuring
	2nd	Designing Effective Audio-Visual Aids & PowerPoint Presentation Techniques
	3rd	Overcoming Stage Fear, Public Speaking Anxiety & Building Confidence
9th	1st	Handling Questions & Answers (Q&A) Session & Audience Engagement Techniques
	2nd	Unit 5: Interview Techniques & Group Discussions - Interview Types & Stages
	3rd	Preparation for Technical & HR Interviews: Common Questions & STAR Method
10th	1st	Dress Code, Grooming Standards & Body Language for Interviews
	2nd	Group Discussion (GD): Objectives, Roles, Dos and Don'ts
	3rd	GD Strategies: Initiation, Summarization & Consensus Building
11th	1st	Mock Group Discussion Practice & Individual Feedback Analysis
	2nd	Unit 6: Leadership, Problem Solving & Time Management - Leadership Styles
12th	1st	Critical Thinking, Problem Solving Frameworks & Analytical Skills
	2nd	Time Management Principles: Eisenhower Matrix, Prioritization & Goal Setting
	3rd	Stress Management Techniques, Work-Life Balance & Resilience Building
13th	1st	Unit 7: Work Ethics, Corporate Values & Professional Habits
	2nd	Workplace Ethics, Integrity, Confidentiality & Professional Accountability
	3rd	Adaptability, Continuous Learning & Career Growth Strategies
14th	1st	Comprehensive Review & Revision of Units 1 to 4
	2nd	Comprehensive Review & Revision of Units 5 to 7
	3rd	Discussion of Previous Year Question Papers (PYQ) - Section A & B
15th	1st	Discussion of Previous Year Question Papers (PYQ) - Section C & Long Questions
	2nd	Internal Assessment Review & Student Doubt Clearing Session
	3rd	Final Examination Tips, Model Test Discussion & Overall Course Summary

Tanmay R
30.7.26
Faculty Member