

LESSON PLAN

SUBJECT: COMMUNICATION SKILLS IN ENGLISH LAB

SEM-1ST & 2ND SEM



PREPARED BY,

DAMAYANTI KHMARI

LECTURER IN ENGLISH

DEPARTMENT OF MATH AND SCIENCE

GOVERNMENT POLYTECHNIC, BARGARH

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VISION

To be a reputed polytechnic institute imparting quality technical education to produce diploma engineers with dynamic personalities and innovative competencies in the state of Odisha.

MISSION

M1:- To offer the best and advanced lab facilities adhering to the curriculum to make future engineers.

M2:- To engage highly qualified and competent faculties to make the student acquire the skillful knowledge required.

M3:- To develop an excellent teaching learning environment leading to create the best institute.

SYLLABUS

Period per week:	04	SESSIONAL:	25 MARKS
Total Period:	60	END EXAM:	----
Timing of End Exam:	-----	NO OF CREDIT:	02

Course Content:

Unit 1 : Listening Skills (10 hours)

Listening Process and Practice: Introduction to recorded lectures, poems, interviews and speeches, listening tests

Unit II : Introduction to Phonetics (20 hours)

Sounds: Consonant, Vowel, Diphthongs, Transcription of Words (IPA), weak forms, syllable division, word stress, intonation, voice

Unit III : Speaking Skills (30 hours)

Standard and formal speech: Group Discussion, Oral Presentations, Public Speaking, Business Presentations, Conversation practice and Role play

Recommended Readings:

1. Bansal And Harrison. Spoken English. Orient Black Swan, 2011.
2. James Hartman & et al. Ed. English Pronouncing Dictionary. Cambridge: Cambridge University Press, 2006.
3. Kulbhushan Kumar, Effective Communication Skills, Khanna Publishing House, New Delhi (Revised Ed. 2018)
4. J.D.O'Connor. Better English Pronunciation. Cambridge: Cambridge University Press, 1980.
5. Lindley Murray. An English Grammar: Comprehending Principles and Rules. London: Wilson and Sons, 1908.
6. Margaret M. Maison. Examine your English. Orient Longman: New Delhi, 1964.
7. J.Sethi & et al. A Practice Course in English Pronunciation. New Delhi: Prentice Hall, 2004.
8. Pfeiffer, William Sanborn and T.V.S Padmaja. Technical Communication: A Practical Approach. 6th edn. Delhi: Pearson, 2007.


COURSE OUTCOME

After completion of the course the students will be able to:

1. Apply 4s i.e Listening, Speaking, Reading and Writing effectively in day to day life.
2. Use of correct pronunciation, intonation, stress, rhythm, speed and pause while communicating with others .
3. Comprehend the basic etiquette of interview, GD, Conversation and Presentation
4. Analyze a given topic and way to present it.
5. Build vocabulary and use in every day situation.

LESSON PLAN

DISCIPLINE:MATH & SCIENCE BRANCH- CIVIL & MECHANICAL	SEMESTER:1 ST & 2 ND 2024-2025	NAME OF TEACHING FACULTY:MS DAMAYANTI KHAMARI,LECTURER IN ENGLISH
SUBJECT:COMMUNICATION SKILLS IN ENGLISH(PRACTICAL)	NO OF DAYS /WEEK CLASS ALLOTED:60	NO OF WEEKS:15
WEEK	CLASS DAY	TOPICS TO BE COVERED
1ST	1ST	LISTENING SKILLS:IMPORTANCE OF DEVELOPING LISTENING SKILLS & PROCESS OF LISTENING
	2 ND	LISTENING TO RECORDED LECTURES
2ND	1ST	LISTENING TO POEMS
	2 ND	LISTENING TO INTERVIEWS 7 SPEECHES
3RD	1ST	LISTENING TESTS
	2 ND	INTRODUCTION TO PHONETICS:VOWELS & CONSONANTS
4TH	1ST	VOWELS & CONSONANTS
	2 ND	MONOPHTHONGS & DIPHTHONGS
5TH	1ST	MONOPHTHONGS & DIPHTHONGS
	2 ND	TRANSCRIPTION OF WORDS(IPA)
6TH	1ST	TRANSCRIPTION OF WORDS(IPA)
	2 ND	WEAK FORMS
7TH	1ST	SYLLABLE & SYLLABIC DIVISIONS
	2 ND	WORD STRESS
8TH	1ST	INTONATION & VOICE
	2 ND	GROUP DISCUSSION
9TH	1ST	GROUP DISCUSSION
	2 ND	GROUP DISCUSSION
10TH	1ST	GROUP DISCUSSION
	2 ND	ORAL PRESENTATIONS
11TH	1ST	ORAL PRESENTATIONS
	2 ND	ORAL PRESENTATIONS
12TH	1ST	PUBLIC SPEAKING
	2 ND	PUBLIC SPEAKING
13TH	1ST	BUSINESS PRESENTATIONS
	2 ND	BUSINESS PRESENTATIONS
14TH	1ST	CONVERSATION PRACTICE
	2 ND	CONVERSATION PRACTICE
15TH	1ST	ROLE PLAY
	2 ND	ROLE PLAY


 SIGNATURE OF LECTURER
 07/08/2024
 (DAMAYANTI KHAMARI)


 H.O.D.
 DEPT. OF MATH & SCIENCE