

LESSON PLAN

SUBJECT: COMMUNICATION SKILLS IN ENGLISH



**PREPARED BY,
DAMAYANTI KHMARI
LECTURER IN ENGLISH**

**DEPARTMENT OF MATH AND SCIENCE
GOVERNMENT POLYTECHNIC, BARGARH**

GOVERNMENT POLYTECHNIC, BARGARH

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

Communication Skills in English (Revised) **Course Code- TH 1(a) (Common to 1st& 2nd Sem)**

Period per week:	03	IA:	30 Marks
Total Period:	45	End Sem:	70 Marks
Timing of End Exam:	03 Hours	No of Credit:	03

Unit-1 Communication: Theory and Practice (8 Hours)

- Basics of communication: Introduction, meaning and definition, process of communication
- Types of communication: formal and informal, verbal, non-verbal and barriers to effective communication
- 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous)
- Art of Effective communication
 - 1- Choosing words
 - 2-Voice
 - 3-Modulation
 - 4-Clarity
 - 5-Time
 - 6-Simplification of words
- Technical Communication

Unit-2 Soft Skills for Professional Excellence (5 Hours)

- Introduction: Soft Skills and Hard Skills
- Importance of Soft Skills
- Life Skills: Self-awareness and Self-analysis
- Applying Soft Skills across cultures

Unit-3: Reading Comprehension (12 hours)

- Comprehension, vocabulary enhancement and grammar exercises based on reading of the following texts:

SECTION-1

- “An Astrologer’s Day”, “The Missing Mail”, “ Doctor’s Word” by R.K. Narayan (Malgudi Days)
- “The Gift of the Magi” by O.Henry

SECTION-2

- “Stopping by Woods on a Snowy Evening” by Robert
- “Where the Mind is Without Fear” by Rabindranath Tagore

Unit-4: Professional Writing (10 hours)

- Summary writing and Report writing
- Letters: Business and Personal
- Drafting e-mail, notices, Minutes of a Meeting
- Filling-up different forms such as banks and on-line forms for placement

Unit-5: Vocabulary and Grammar (10 hours)

- Vocabulary of commonly used words
- Commonly used administrative terms (English only), One-word substitution, Parts of Speech, Active and Passive voice, Tenses, Punctuation

REFERENCES:

1. M. ASHRAF RIZVI. EFFECTIVE TECHNICAL COMMUNICATION. MC-GRAW HILL, 2002.
2. JOHN NIELSON. EFFECTIVE COMMUNICATION SKILLS. XLIBRIS, 2008.
3. ROGET’S THESAURUS OF ENGLISH WORDS AND PHRASES
4. WREN & MARTIN. HIGH SCHOOL ENGLISH GRAMMAR AND COMPOSITION. S CHAND,2024
5. A. J. THOMSON & A. V. MARTINET. PRACTICAL ENGLISH GRAMMAR.OXFORD UNIVERSITY PRESS,1997
6. R.K.NARAYAN.MALGUDI DAYS. INDIAN THOUGHT PUBLICATIONS, 2017
7. SANJAY.KUMAR&PUSHP.LATA. COMMUNICATION SKILLS. OXFORD UNIVERSITY PRESS, 2024

COURSE OUTCOME


Course outcomes: At the end of this course, the students will be able to:


- Understand the meaning, process of communication, types of communication and barrier in communication and manner to communicate effectively.
- Comprehend soft skill and hard skill and to apply it in day to day life.
- Comprehend the seen passages and develop basic speaking and writing skills including proper usage of language and vocabulary so that they can become highly confident and skilled speakers and writers.
- Write personnel & business letter and drafting of notice and minutes of a meeting.
- Enhancement of vocabulary and apply English grammar rules correctly while framing a sentence, answer and writing letter, application etc and enhancement of vocabulary

LESSON PLAN

DISCIPLINE: MATH & SCIENCE	SEMESTER:1 ST & 2 ND	NAME OF TEACHING FACULTY:MS DAMAYANTI KHAMARI,LECTURER IN ENGLISH
SUBJECT:COMMUNICATION SKILLS IN ENGLISH	NO OF DAYS /WEEK CLASS ALLOTED:45	NO OF WEEKS:15
WEEK	CLASS DAY	TOPICS TO BE COVERED
1 ST	1 ST	BASICS OF COMMUNICATION:INTRODUCTION:MEANING,DEFINITION ,PROCESS OF COMMUNICATION
	2 ND	TYPES OF COMMUNICATION:FORMAL & INFORMAL
	3 RD	VERBAL COMMUNICATION
2 ND	1 ST	NONVERBAL COMMUNICATION
	2 ND	BARRIERS TO EFFECTIVE COMMUNICATION
	3 RD	7CS FOR EFFECTIVE COMMUNICATION(CONSIDERATE,CONCRETE,CONCISE,CLEAR, COMPLETE,CORRECT,COURTEOUS
3 RD	1 ST	ART OF EFFECTIVE COMMUNICATION
	2 ND	TECHNICAL COMMUNICATION
	3 RD	INTRODUCTION:SOFT SKILLS & HARD SKILLS
4 TH	1 ST	IMPORTANCE OF SOFT SKILLS
	2 ND	SELF AWARENESS
	3 RD	SELF ANALYSIS
5 TH	1 ST	APPLYING SOFT SKILLS ACROSS CULTURES
	2 ND	AN ASTROLOGER'S DAY –R.K NARAYAN
	3 RD	AN ASTROLOGER'S DAY –R.K NARAYAN
6 TH	1 ST	THE MISSING MAIL- R.K NARAYAN
	2 ND	THE MISSING MAIL- R.K NARAYAN
	3 RD	STOPPING BY WOODS ON A SNOWY EVENING-ROBERT FROST
7 TH	1 ST	STOPPING BY WOODS ON A SNOWY EVENING-ROBERT FROST
	2 ND	DOCTOR'S WORD- R.K NARAYAN
	3 RD	DOCTOR'S WORD- R.K NARAYAN
8 TH	1 ST	WHERE THE MIND IS WITHOUT FEAR- RABINDRANATH TAGORE
	2 ND	WHERE THE MIND IS WITHOUT FEAR- RABINDRANATH TAGORE
	3 RD	THE GIFT OF THE MAGI-O HENRY
9 TH	1 ST	THE GIFT OF THE MAGI-O HENRY
	2 ND	SUMMARY WRITING
	3 RD	NOTICE WRITING
10 TH	1 ST	REPORT WRITING
	2 ND	MINUTES OF A MEETING
	3 RD	BUSINESS LETTERS
11 TH	1 ST	BUSINESS LETTERS
	2 ND	PERSONAL LETTERS
	3 RD	PERSONAL LETTERS
12 TH	1 ST	E -MAIL WRITING
	2 ND	FILLING UP DIFFERENT FORMS(BANK FORMS;ONLINE FORMS)
	3 RD	VOCABULARY OF COMMONLY USED WORDS

13TH	1ST	VOCABULARY OF COMMONLY USED WORDS
	2 ND	ONE-WORD SUBSTITUTION
	3RD	PARTS OF SPEECH
14TH	1ST	SIMPLE TENSES
	2 ND	PROGRESSIVE TENSES
	3RD	PERFECT TENSES
15TH	1ST	PERFECT PROGRESSIVE TENSES
	2 ND	VOICE CHANGE
	3RD	PUNCTUATION


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


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