

LESSON PLAN

SUBJECT: COMMUNICATION SKILLS IN ENGLISH
(THEORY & PRACTICAL)

BRANCH: EE & CSE

SEMESTER: 1ST (2025-26)

NAME OF THE FACULTY: Dr. BANDITA SATPATHY



GOVERNMENT POLYTECHNIC, BHADRAK

Bandita
HOD, Humanities & Sciences

[Signature]
Academic Coordinator

[Signature]
Principal
Govt. Polytechnic, Bhadrak

ACADEMIC LESSON PLAN OF WINTER 2025-26
COMMUNICATION SKILLS IN ENGLISH/ THEORY - IA

	Department: Humanities and Sciences	Semester: 1 st	Name of the teaching faculty: Dr. Bandita Satpathy, Lecturer
	Subject: Communication Skills in English/ Theory	Class allotted: No. of days per week: 03 periods	Semester: From : 06 th Aug 2025 to 04 th Dec 2025 No. of weeks: 18 weeks
Sl. No.	Week	Period/ Day	Topics to be covered:
01	1 st	1 st	Complete ideation of the Syllabus
02	2 nd	1 st	Unit-3: Reading Comprehension "An Astrologer's Day" by RK Narayan
03		2 nd	Unit-3: Reading Comprehension "An Astrologer's Day" by RK Narayan
04		3 rd	Unit-5: (Vocabulary and) Grammar • Punctuation
05	3 rd	1 st	Unit-5: (Vocabulary and) Grammar • Parts of Speech
06		2 nd	Unit-5: (Vocabulary and) Grammar • Tenses
07		3 rd	Unit-5: (Vocabulary and) Grammar • Tenses
08	4 th	1 st	Unit-1 Communication: Theory and Practice • Basics of communication: Introduction, meaning and definition
09		2 nd	Unit-1 Communication: Theory and Practice • Basics of Communication: Process of communication
10	5 th	1 st	Unit-1 Communication: Theory and Practice • Types of communication: 1. Formal and informal
11		2 nd	Unit-1 Communication: Theory and Practice • Types of communication: 2. Verbal, non-verbal 3. Barriers to effective communication
12		3 rd	Unit-5: (Vocabulary and) Grammar • Active and Passive voice
13	6 th	1 st	Unit-5: (Vocabulary and) Grammar • Active and Passive voice
14		2 nd	Unit-5: (Vocabulary and) Grammar • Revision
15		3 rd	Unit-1 Communication: Theory and Practice • 7 Cs for effective communication 1. considerate, 2. concrete, 3. concise,

			4.clear, 5.complete, 6.correct, 7.courteous
16	7 th	1 st	Unit-1 Communication: Theory and Practice <ul style="list-style-type: none"> 7 Cs for effective communication 1. considerate, 2. concrete, 3. concise, 4.clear, 5.complete, 6.correct 7.courteous
17		2 nd	Unit-1 Communication: Theory and Practice <ul style="list-style-type: none"> Art of Effective communication 1. Choosing word 2.Voice 3.Modulation 4. Clarity 5. Time 6. Simplification of Words
18		3 rd	Unit-1 Communication: Theory and Practice <ul style="list-style-type: none"> Technical Communication
19	8 th	1 st	Unit-3: Reading Comprehension <ul style="list-style-type: none"> "The Missing Mail" by RK Narayan
20		2 nd	Unit-3: Reading Comprehension <ul style="list-style-type: none"> "The Missing Mail" by RK Narayan
21		3 rd	Unit-4: Professional Writing <ul style="list-style-type: none"> Summary writing: Format, example
22	9 th	1 st	Unit-4: Professional Writing <ul style="list-style-type: none"> Report writing: Format, example
23	10 th	1 st	Unit-4: Professional Writing <ul style="list-style-type: none"> Report writing: More examples
24		2 nd	Unit-3: Reading Comprehension <ul style="list-style-type: none"> "The Doctor's Word" by RK Narayan
25		3 rd	Unit-3: Reading Comprehension <ul style="list-style-type: none"> "The Doctor's Word" by RK Narayan
26	11 th	1 st	Unit-4: Professional Writing <ul style="list-style-type: none"> Letters: Business: Format, features, examples
27		2 nd	Unit-4: Professional Writing <ul style="list-style-type: none"> Letters: Business: More examples
28		3 rd	Unit-4: Professional Writing <ul style="list-style-type: none"> Letters: Personal: format, feature, examples
29	12 th	1 st	Unit-4: Professional Writing <ul style="list-style-type: none"> Drafting e-mail, notices, Minutes of a Meeting
30		2 nd	Unit-4: Professional Writing <ul style="list-style-type: none"> Filling-up different forms such as banks and on-line forms for placement, Drafting e-mail, notices, Minutes of a Meeting
31		3 rd	Unit-2 Soft Skills for Professional Excellence

			<ul style="list-style-type: none"> • Introduction: Soft Skills and Hard Skills
32	13 th	1 st	Unit-2 Soft Skills for Professional Excellence <ul style="list-style-type: none"> • Importance of Soft Skills • Life Skills: Self-awareness and Self-analysis
33		2 nd	Unit-2 Soft Skills for Professional Excellence <ul style="list-style-type: none"> • Applying Soft Skills across cultures
34		3 rd	Unit-3: Reading Comprehension <ul style="list-style-type: none"> • "The Gift of Magi" by O' Henry
35	14 th	1 st	Unit-3: Reading Comprehension <ul style="list-style-type: none"> • "The Gift of Magi" by O' Henry
36		2 nd	Unit-5: Vocabulary (and Grammar) <ul style="list-style-type: none"> • Vocabulary of commonly used words • One-word substitution
37		3 rd	Unit-5: Vocabulary (and Grammar) <ul style="list-style-type: none"> • One-word substitution
38	15 th	1 st	Unit-5: Vocabulary (and Grammar) <ul style="list-style-type: none"> • Commonly used administrative terms in English
39		2 nd	Unit-3: Reading Comprehension <ul style="list-style-type: none"> • "Stopping By woods On A Snowy Evening" by Robert Frost
40		3 rd	Unit-3: Reading Comprehension <ul style="list-style-type: none"> • "Stopping By woods On A Snowy Evening" by Robert Frost
41	16 th	1 st	Unit-3: Reading Comprehension <ul style="list-style-type: none"> • "Where the Mind is Without Fear" by Rabindra Nath Tagore
42		2 nd	Revision from examination point of view Unit-I
43		3 rd	Revision from examination point of view Unit-I
44	17 th	1 st	Revision from examination point of view Unit-II
45		2 nd	Revision from examination point of view Unit-III
46		3 rd	Revision from examination point of view Unit-IV
47	18 th	1 st	Revision from examination point of view Unit-IV
48		2 nd	Revision from examination point of view Unit-V

ACADEMIC LESSON PLAN OF WINTER 2025-26

COMMUNICATION SKILLS IN ENGLISH / PRACTICAL - IA

	Department: Humanities and Sciences	Semester: 1st	Name of the teaching faculty: Dr. Bandita Satpathy, Lecturer
	Subject: Communication Skills in English/ Practical	Class allotted: No. of days per week: 04 periods	Semester: From :06 th Aug 2025 to 04 th Dec 2025 No. of weeks: 18 weeks
Sl. No.	Week	Period/ Day	Topics to be covered:
01	1 st	1 st & 2 nd	Complete ideation of the Syllabus
02	2 nd	1 st & 2 nd	4Ss of Language Learning Unit 1 : Listening Skills Basic idea, importance
03		3 rd & 4 th	Unit 1 : Listening Skills Listening Process and Practice: Introduction to recorded lectures, poems, interviews and speeches, listening tests
04	3 rd	1 st & 2 nd	Unit 1 : Listening Skills Listening Process and Practice: Introduction to recorded lectures, poems, interviews and speeches, listening tests
05		3 rd & 4 th	Unit III : Speaking Skills Basic idea, importance
06	4 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: <ul style="list-style-type: none"> • Meaning • Basic idea of different speech practices • Sample presentation on every day topic by the teacher
07	5 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech Practice: 1. Oral Presentations <ul style="list-style-type: none"> • Guide-lines for effective Oral Presentation • Individual presentation practice
08		3 rd & 4 th	Unit III : Speaking Skills Oral Presentation Practice
09	8 th	1 st & 2 nd	Unit II : Introduction to Phonetics Sounds: Basic idea of Consonant, Vowel, Diphthongs, Transcription of Words (IPA), weak forms, syllable division, word stress, intonation, voice

10		3 rd & 4 th	Unit II : Introduction to Phonetics Sound Practice: Consonant, Vowel, Diphthongs
11	9 th	1 st & 2 nd	Unit II : Introduction to Phonetics Sound Practice: Transcription of Words (IPA)
12	10 th	1 st & 2 nd	Unit II : Introduction to Phonetics Sound Practice: Transcription of Words (IPA)
13		3 rd & 4 th	Unit II : Introduction to Phonetics Sound Practice: Weak forms, syllable division, word stress, Intonation, voice
14	11 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech Practice: 2. Self Introduction <ul style="list-style-type: none"> • Guide lines for effective self introduction • Self introduction practice in different situation
15		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech Practice: 2. Self Introduction <ul style="list-style-type: none"> • Self introduction practice in different situation
16	12 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech Practice: 3. Conversation practice <ul style="list-style-type: none"> • What is effective conversation • Guidelines to develop effective conversation • Conversation practice
17		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech Practice: 3. Conversation practice <ul style="list-style-type: none"> • Conversation practice
18	13 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: 4. Role play <ul style="list-style-type: none"> • Meaning, importance • Guidelines to make role play effective • Sample role play
19		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech: 4. Role play <ul style="list-style-type: none"> • Role play practice
20	14 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: 5. Group Discussion <ul style="list-style-type: none"> • Meaning, Necessity, purpose • Personality Traits to be judged during GD • GD etiquette • Sample GD
21		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech: 5. Group Discussion <ul style="list-style-type: none"> • GD practice

22	15 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: 5.Group Discussion <ul style="list-style-type: none"> GD practice
23		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech: 6. Public Speech <ul style="list-style-type: none"> Meaning, Importance Personality Traits Sample Public Speech and practice
24	16 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: 6.Public Speech <ul style="list-style-type: none"> Public Speech practice
25		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech: 7. Business Presentations <ul style="list-style-type: none"> Meaning, Concept, Effective business presentations Personality traits Use of audio-visual aids and AI Sample business presentation and practice
26	17 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: 7. Business Presentations <ul style="list-style-type: none"> Meaning, Concept, Effective business presentations Personality traits Use of audio-visual aids and AI Sample business presentation and practice
27		3 rd & 4 th	Sessional
28	18 th	1 st & 2 nd	Sessional

B. Balpathy
FACULTY 08/08/2025

T. Lahare
08/08/25
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