

# LESSON PLAN

**SUBJECT: COMMUNICATION SKILLS IN ENGLISH TH IA & PR IA**

**BRANCH: MECHANICAL ENGINEERING**

**SEMESTER: 2<sup>ND</sup> (2025-26) SUMMER SESSION**

**NAME OF THE FACULTY: DR. BANDITA SATPATHY**



**GOVERNMENT POLYTECHNIC, BHADRAK**

*Tahak*  
05/01/26  
HOD, Humanities & Sc

*[Signature]*  
Academic Coordinator  
Academic Co-ordinator

*[Signature]*  
05.01.26  
Principal  
Govt. Polytechnic, Bhadrak

**ACADEMIC LESSON PLAN OF SUMMER 2025-26**  
**COMMUNICATION SKILLS IN ENGLISH/ THEORY – IA**

Sl. No	Department: Humanities and Sciences	Semester: 2nd	Name of the teaching faculty: Dr. Bandita Satpathy, Lecturer	Remark
	Subject: Communication Skills in English/ Theory	Classes Allotted: 03 periods per week	Semester: From :09 <sup>th</sup> January 2026 to 08 <sup>th</sup> May 2026  No. of weeks:17 weeks	
	Week	Period per Day	Topics to be covered:	
01	1st	01	Complete ideation of the Syllabus	
02		02	<b>Unit-3: Reading Comprehension</b> "An Astrologer's Day" by RK Narayan	
03		03	<b>Unit-3: Reading Comprehension</b> "An Astrologer's Day" by RK Narayan	
04	2nd	01	<b>Unit-5: (Vocabulary and) Grammar</b> • Punctuation	
05		02	<b>Unit-5: (Vocabulary and) Grammar</b> • Parts of Speech	
06		03	<b>Unit-5: (Vocabulary and) Grammar</b> • Tenses	
07	3 <sup>rd</sup>	01	<b>Unit-5: (Vocabulary and) Grammar</b> • Tenses	
08		02	<b>Unit-1 Communication: Theory and Practice</b> • Basics of communication: Introduction, meaning and definition	
09		03	<b>Unit-1 Communication: Theory and Practice</b> • Basics of Communication: Process of communication	
10	4 <sup>th</sup>	01	<b>Unit-1 Communication: Theory and Practice</b> • Types of communication: 1. Formal and informal	
11		02	<b>Unit-1 Communication: Theory and Practice</b> • Types of communication: 2. Verbal, non-verbal 3. Barriers to effective communication	
12		03	<b>Unit-5: (Vocabulary and) Grammar</b> • Active and Passive voice	
13	5 <sup>th</sup>	01	<b>Unit-5: (Vocabulary and) Grammar</b> • Active and Passive voice	
14		02	<b>Unit-5: (Vocabulary and) Grammar</b> • Revision	
15		03	<b>Unit-1 Communication: Theory and Practice</b> • 7 Cs for effective communication	

Pg. 01/07 *B Satpathy*  
05/01/2026



			<ol style="list-style-type: none"> <li>1. considerate,</li> <li>2. concrete,</li> <li>3. concise,</li> <li>4. clear,</li> <li>5. complete,</li> <li>6. correct,</li> <li>7. courteous.</li> </ol>	
16	6 <sup>th</sup>	01	<b>Unit-1 Communication: Theory and Practice</b> <ul style="list-style-type: none"> <li>• 7 Cs for effective communication <ol style="list-style-type: none"> <li>1. considerate,</li> <li>2. concrete,</li> <li>3. concise,</li> <li>4. clear,</li> <li>5. complete,</li> <li>6. correct,</li> <li>7. courteous</li> </ol> </li> </ul>	
17		02	<b>Unit-1 Communication: Theory and Practice</b> <ul style="list-style-type: none"> <li>• 7 Cs for effective communication <ol style="list-style-type: none"> <li>1. considerate,</li> <li>2. concrete,</li> <li>3. concise,</li> <li>4. clear,</li> <li>5. complete,</li> <li>6. correct,</li> <li>7. courteous</li> </ol> </li> </ul>	
18		03	<b>Unit-1 Communication: Theory and Practice</b> <ul style="list-style-type: none"> <li>• Technical Communication</li> </ul>	
19	7 <sup>th</sup>	01	<b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>• "The Missing Mail" by RK Narayan</li> </ul>	
20		02	<b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>• "The Missing Mail" by RK Narayan</li> </ul>	
21		03	<b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>• Summary writing: Format, example</li> </ul>	
22	8 <sup>th</sup>	01	<b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>• Report writing: Format, example</li> </ul>	
23		02	<b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>• Report writing: More examples</li> </ul>	
24		03	<b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>• "The Doctor's Word" by RK Narayan</li> </ul>	
25	9 <sup>th</sup>	01	<b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>• "The Doctor's Word" by RK Narayan</li> </ul>	
26		02	<b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>• Letters: Business: Format, features, examples</li> </ul>	
27		03	<b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>• Letters: Business: More examples</li> </ul>	
28	10 <sup>th</sup>	01	<b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>• Letters: Personal: format, feature, examples</li> </ul>	
29		02	<b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>• Drafting e-mail, notices, Minutes of a Meeting</li> </ul>	
30		03	<b>Unit-4: Professional Writing</b>	

Pg. 02/07. Bhatnagar  
05/01/2026

			<ul style="list-style-type: none"> <li>Filling-up different forms such as banks and on-line forms for placement, Drafting e-mail, notices, Minutes of a Meeting</li> </ul>	
31	11th	01	<b>Unit-2 Soft Skills for Professional Excellence</b> <ul style="list-style-type: none"> <li>Introduction: Soft Skills and Hard Skills</li> </ul>	
32		02	<b>Unit-2 Soft Skills for Professional Excellence</b> <ul style="list-style-type: none"> <li>Importance of Soft Skills</li> <li>Life Skills: Self-awareness and Self-analysis</li> </ul>	
33		03	<b>Unit-2 Soft Skills for Professional Excellence</b> <ul style="list-style-type: none"> <li>Applying Soft Skills across cultures</li> </ul>	
34	12th	01	<b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"The Gift of Magi" by O' Henry</li> </ul>	
35		02	<b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"The Gift of Magi" by O' Henry</li> </ul>	
36		03	<b>Unit-5: Vocabulary (and Grammar)</b> <ul style="list-style-type: none"> <li>Vocabulary of commonly used words</li> <li>One-word substitution</li> </ul>	
37	13th	01	<b>Unit-5: Vocabulary (and Grammar)</b> <ul style="list-style-type: none"> <li>One-word substitution</li> </ul>	
38		02	<b>Unit-5: Vocabulary (and Grammar)</b> <ul style="list-style-type: none"> <li>Commonly used administrative terms in English</li> </ul>	
39		03	<b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"Stopping By woods On A Snowy Evening" by Robert Frost</li> </ul>	
40	14th	01	<b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"Stopping By woods On A Snowy Evening" by Robert Frost</li> </ul>	
41		02	<b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"Where the Mind is Without Fear" by Rabindra Nath Tagore</li> </ul>	
42		03	Revision from examination point of view Unit-I	
43	15th	01	Revision from examination point of view Unit-I	
44		02	Revision from examination point of view Unit-II	
45		03	Revision from examination point of view Unit-III	
46	16th	01	Revision from examination point of view Unit-III	
47		02	Revision from examination point of view Unit-IV	
48		03	Revision from examination point of view Unit-IV	
49	17th	01	Revision from examination point of view Unit-V	
50		02	Refreshing the Learning	
51		03	Refreshing the Learning	

Pg. 03/07 *RSatpathy*  
05/01/2026



**ACADEMIC LESSON PLAN OF SUMMER 2025-26**  
**COMMUNICATION SKILLS IN ENGLISH/ PRACTICAL – IA**

Sl. No	Department: Humanities and Sciences	Semester: 2nd	Name of the teaching faculty: Dr. Bandita Satpathy, Lecturer	Remark
	<b>Subject: Communication Skills in English/ Theory</b>	<b>Classes Allotted: 03 periods per week</b>	<b>Semester:</b> From :09 <sup>th</sup> January 2026 to 08 <sup>th</sup> May 2026  No. of weeks:17 weeks	
	<b>Week</b>	<b>Period per Day</b>	<b>Topics to be covered:</b>	
01	1 <sup>st</sup>	02	Complete ideation of the Syllabus	
02		02	04Cs of Language Learning <b>Unit 1 : Listening Skills</b> Basic Idea, Introduction	
03	2 <sup>nd</sup>	02	<b>Unit 1 : Listening Skills</b> Listening Process and Practice: Introduction to recorded lectures, poems, interviews and speeches, listening tests	
04		02	<b>Unit 1 : Listening Skills</b> Listening Process and Practice: Introduction to recorded lectures, poems, interviews and speeches, listening tests	
05	3 <sup>rd</sup>	02	<b>Unit III : Speaking Skills</b> Basic idea, importance	
06		02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <ul style="list-style-type: none"> <li>• Meaning</li> <li>• Basic idea of different speech practices</li> <li>• Sample presentation on every day topic by the teacher</li> </ul>	
07	4 <sup>th</sup>	02	<b>Unit III : Speaking Skills</b> Standard and formal speech Practice: <b>1.Oral Presentations</b> <ul style="list-style-type: none"> <li>• Guide-lines for effective Oral Presentation</li> <li>• Individual presentation practice</li> </ul>	
08		02	<b>Unit III : Speaking Skills</b> Oral Presentation Practice	
09	5 <sup>th</sup>	02	<b>Unit II : Introduction to Phonetics Sounds:</b> Basic idea of Consonant, Vowel, Diphthongs, Transcription of Words (IPA), weak forms, syllable division, word stress, intonation, voice	

Pg. 04/07. B Satpathy  
05/05/2026

10		02	<b>Unit II : Introduction to Phonetics Sound Practice:</b> Consonant, Vowel, Diphthongs	
11	6 <sup>th</sup>	02	<b>Unit II : Introduction to Phonetics Sound Practice:</b> Transcription of Words (IPA)	
12		02	<b>Unit II : Introduction to Phonetics Sound Practice:</b> Transcription of Words (IPA)	
13	7 <sup>th</sup>	02	<b>Unit II : Introduction to Phonetics Sound Practice:</b> Weak forms, syllable division, word stress, Intonation, voice	
14		02	<b>Unit III : Speaking Skills</b> Standard and formal speech Practice: <b>2. Self Introduction</b> <ul style="list-style-type: none"> <li>• Guide lines for effective self introduction</li> <li>• Self introduction practice in different situation</li> </ul>	
15	8 <sup>th</sup>	02	<b>Unit III : Speaking Skills</b> Standard and formal speech Practice: <b>2. Self Introduction</b> <ul style="list-style-type: none"> <li>• Self introduction practice in different situation</li> </ul>	
16		02	<b>Unit III : Speaking Skills</b> Standard and formal speech Practice: <b>3. Conversation practice</b> <ul style="list-style-type: none"> <li>• What is effective conversation</li> <li>• Guidelines to develop effective conversation</li> <li>• Conversation practice</li> </ul>	
17	9 <sup>th</sup>	02	<b>Unit III : Speaking Skills</b> Standard and formal speech Practice: <b>3. Conversation practice</b> <ul style="list-style-type: none"> <li>• Conversation practice</li> </ul>	
18		02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <b>4. Role play</b> <ul style="list-style-type: none"> <li>• Meaning, importance</li> <li>• Guidelines to male role play effective</li> <li>• Sample role play</li> </ul>	
19	10 <sup>th</sup>	02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <b>4. Role play</b> <ul style="list-style-type: none"> <li>• Role play practice</li> </ul>	
20		02	<b>Unit II : Introduction to Phonetics Sound Practice:</b>	

Pg. 05/07. B. Satpathy  
05/01/2026



			Weak forms, syllable division, word stress, Intonation, voice	
21	11 <sup>th</sup>	02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <b>5.Group Discussion</b> • GD practice	
22		02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <b>5.Group Discussion</b> • GD practice	
23	12 <sup>th</sup>	02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <b>6.Public Speech</b> • Meaning, Importance • Personality Traits Sample Public Speech and practice	
24		02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <b>6.Public Speech</b> • Public Speech practice	
25	13 <sup>th</sup>	02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <b>7.Business Presentations</b> • Meaning, Concept, Effective business presentations • Personality traits • Use of audio-visual aids and AI • Sample business presentation and practice	
26		02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <b>7.Business Presentations</b> • Meaning, Concept, Effective business presentations • Personality traits • Use of audio-visual aids and AI • Sample business presentation and practice	
27	14 <sup>th</sup>	02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <b>8.Business Presentations</b> • Meaning, Concept, Effective business presentations • Personality traits • Use of audio-visual aids and AI Sample business presentation and practice	
28		02	<b>Unit III : Speaking Skills</b> Standard and formal speech: <b>9.Business Presentations</b> • Meaning, Concept, Effective business presentations	

Pg. 06/07 *R. Satpathy*  
05/01/2026

			<ul style="list-style-type: none"> <li>• Personality traits</li> <li>• Use of audio-visual aids and AI</li> </ul>	
29	15 <sup>th</sup>	02	Sample business presentation and practice <b>Unit III : Speaking Skills</b> Standard and formal speech: <b>10. Business Presentations</b> <ul style="list-style-type: none"> <li>• Meaning, Concept, Effective business presentations</li> <li>• Personality traits</li> <li>• Use of audio-visual aids and AI</li> </ul>	
30		02	Sample business presentation and practice <b>Unit III : Speaking Skills</b> Standard and formal speech: <b>11. Business Presentations</b> <ul style="list-style-type: none"> <li>• Meaning, Concept, Effective business presentations</li> <li>• Personality traits</li> <li>• Use of audio-visual aids and AI</li> </ul>	
31	16 <sup>th</sup>	02	Sample business presentation and practice	
32		02	Sessional	
33	17 <sup>th</sup>	02	Sessional	
34		02	Sessional	

Prepared By:

*B Satpathy*  
05/01/2026

(Dr. Bandita Satpathy)  
Lecturer Stage II in English  
Dept. Of Humanities and Sciences  
Govt. Polytechnic  
Bhadrak

Pg. 07/07