

LESSON PLAN

SUBJECT: COMMUNICATION SKILLS IN ENGLISH TH IA & PR IA

BRANCH: TEXTILE ENGINEERING

SEMESTER: 2ND (2025-26) SUMMER SESSION

NAME OF THE FACULTY: DR. BANDITA SATPATHY



GOVERNMENT POLYTECHNIC, BHADRAK

Jahade
05/01/26
HOD, Humanities & Sc

[Signature]
Academic Coordinator

[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 th January 2026 to 08 th 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	Unit-3: Reading Comprehension "An Astrologer's Day" by RK Narayan	
03		03	Unit-3: Reading Comprehension "An Astrologer's Day" by RK Narayan	
04	2nd	01	Unit-5: (Vocabulary and) Grammar • Punctuation	
05		02	Unit-5: (Vocabulary and) Grammar • Parts of Speech	
06		03	Unit-5: (Vocabulary and) Grammar • Tenses	
07	3 rd	01	Unit-5: (Vocabulary and) Grammar • Tenses	
08		02	Unit-1 Communication: Theory and Practice • Basics of communication: Introduction, meaning and definition	
09		03	Unit-1 Communication: Theory and Practice • Basics of Communication: Process of communication	
10	4 th	01	Unit-1 Communication: Theory and Practice • Types of communication: 1. Formal and informal	
11		02	Unit-1 Communication: Theory and Practice • Types of communication: 2. Verbal, non-verbal 3. Barriers to effective communication	
12		03	Unit-5: (Vocabulary and) Grammar • Active and Passive voice	
13	5 th	01	Unit-5: (Vocabulary and) Grammar • Active and Passive voice	
14		02	Unit-5: (Vocabulary and) Grammar • Revision	
15		03	Unit-1 Communication: Theory and Practice • 7 Cs for effective communication	

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

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			<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	11th	01	Unit-2 Soft Skills for Professional Excellence <ul style="list-style-type: none"> Introduction: Soft Skills and Hard Skills 	
32		02	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		03	Unit-2 Soft Skills for Professional Excellence <ul style="list-style-type: none"> Applying Soft Skills across cultures 	
34	12th	01	Unit-3: Reading Comprehension <ul style="list-style-type: none"> "The Gift of Magi" by O' Henry 	
35		02	Unit-3: Reading Comprehension <ul style="list-style-type: none"> "The Gift of Magi" by O' Henry 	
36		03	Unit-5: Vocabulary (and Grammar) <ul style="list-style-type: none"> Vocabulary of commonly used words One-word substitution 	
37	13th	01	Unit-5: Vocabulary (and Grammar) <ul style="list-style-type: none"> One-word substitution 	
38		02	Unit-5: Vocabulary (and Grammar) <ul style="list-style-type: none"> Commonly used administrative terms in English 	
39		03	Unit-3: Reading Comprehension <ul style="list-style-type: none"> "Stopping By woods On A Snowy Evening" by Robert Frost 	
40	14th	01	Unit-3: Reading Comprehension <ul style="list-style-type: none"> "Stopping By woods On A Snowy Evening" by Robert Frost 	
41		02	Unit-3: Reading Comprehension <ul style="list-style-type: none"> "Where the Mind is Without Fear" by Rabindra Nath Tagore 	
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	

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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
	Subject: Communication Skills in English/ Theory	Classes Allotted: 03 periods per week	Semester: From :09 th January 2026 to 08 th May 2026 No. of weeks:17 weeks	
	Week	Period per Day	Topics to be covered:	
01	1 st	02	Complete ideation of the Syllabus	
02		02	04Cs of Language Learning Unit 1 : Listening Skills Basic Idea, Introduction	
03	2 nd	02	Unit 1 : Listening Skills Listening Process and Practice: Introduction to recorded lectures, poems, interviews and speeches, listening tests	
04		02	Unit 1 : Listening Skills Listening Process and Practice: Introduction to recorded lectures, poems, interviews and speeches, listening tests	
05	3 rd	02	Unit III : Speaking Skills Basic idea, importance	
06		02	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	4 th	02	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		02	Unit III : Speaking Skills Oral Presentation Practice	
09	5 th	02	Unit II : Introduction to Phonetics Sounds: Basic idea of Consonant, Vowel, Diphthongs, Transcription of Words (IPA), weak forms, syllable division, word stress, intonation, voice	

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10		02	Unit II : Introduction to Phonetics Sound Practice: Consonant, Vowel, Diphthongs	
11	6 th	02	Unit II : Introduction to Phonetics Sound Practice: Transcription of Words (IPA)	
12		02	Unit II : Introduction to Phonetics Sound Practice: Transcription of Words (IPA)	
13	7 th	02	Unit II : Introduction to Phonetics Sound Practice: Weak forms, syllable division, word stress, Intonation, voice	
14		02	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	8 th	02	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		02	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	9 th	02	Unit III : Speaking Skills Standard and formal speech Practice: 3. Conversation practice <ul style="list-style-type: none"> • Conversation practice 	
18		02	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	10 th	02	Unit III : Speaking Skills Standard and formal speech: 4. Role play <ul style="list-style-type: none"> • Role play practice 	
20		02	Unit II : Introduction to Phonetics Sound Practice:	

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

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			<ul style="list-style-type: none"> • Personality traits • Use of audio-visual aids and AI Sample business presentation and practice	
29	15 th	02	Unit III : Speaking Skills Standard and formal speech: 10. 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	
30		02	Unit III : Speaking Skills Standard and formal speech: 11. 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	
31	16 th	02	Sessional	
32		02	Sessional	
33	17 th	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

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