

# GIET POLYTECHNIC, JAGATPUR, CUTTACK

## LESSON PLAN

Discipline: Civil Electrical, ETC	Semester:  1st	Name of the Teaching Faculty:  Sukanta Pradhan(Lect. In English)
Subject:  Communication skills in English (TH-1A)	No of Days/per week class allotted:3P (3 Lectures )	Semester From 06.08.2025 to 06.12.2025  No. of Weeks:18
Week	Class Day	Theory Topics
1ST	1 <sup>st</sup>	<u>UNIT-I:</u> <u>COMMUNICATION THEORY &amp; PRACTICE, BASIC COMMUNICATION:INTRODUCTION,MEANING AND DEFINITION.</u>
	2 <sup>nd</sup>	TYPES OF COMMUNICATION:FORMAL AND INFORMAL
	3 <sup>rd</sup>	VERBAL AND NON-VERBAL, WRITTEN & BARRIER TO COMMUNICATION.
2ND	1 <sup>st</sup>	7CS FOR EFFECTIVE COMMUNICATION
	2 <sup>nd</sup>	ART OF EFFECTIVE COMMUNICATION:CHOOSING WORDS,VOICE,MODULATION,CLARITY,TIME,SIMPLIFICATION OF WORDS.
	3 <sup>rd</sup>	TECHNICAL COMMUNICATION.
3RD	1 <sup>st</sup>	UNIT-3, SECTION-1 MALGUDI DAYS BY R.K. NARAYAN READING AND EXPLANATION.
	2 <sup>nd</sup>	MALGUDI DAYS: READING AND EXPLANATION.
	3 <sup>rd</sup>	UNIT-3, SECTION-2 NIGHT OF THE SCORPION READING AND EXPLANATION.
4TH	1 <sup>st</sup>	NIGHT OF THE SCORPION: READING AND EXPLANATION.
	2 <sup>nd</sup>	TENSE AND IT'S TYPES
	3 <sup>rd</sup>	RULES OF TENSES
5TH	1 <sup>st</sup>	EXERCISE ON TENSES
	2 <sup>nd</sup>	SKIMMING THE GIST AND SCANNING FOR NECESSARY INFORMATION OF UNSEEN PASSAGE
	3 <sup>rd</sup>	GUESSING THE MEANING OF UNFAMILIAR WORDS, THE ART OF PRECISE WRITING.
6TH	1 <sup>st</sup>	MONTHLY TEST

	2 <sup>nd</sup>	SINGLE WORD SUBSTITUTE, IDIOM & PHRASES.
	3 <sup>rd</sup>	SOFT SKILL FOR PROFESSIONAL
	1 <sup>st</sup>	LIFE SKILL: SELF –AWARENESS & SELF ANALYSIS.
7TH	2 <sup>nd</sup>	STOPPING BY WOODS ON A SNOWY EVENING BY ROBERT FROST READING AND EXPLANATION.
	3 <sup>rd</sup>	ACTIVE AND PASSIVE VOICE, RULES AND EXPERIENCE
8TH	1 <sup>st</sup>	THE GIFT OF O. HENERY READING AND EXPLANATION.
	2 <sup>nd</sup>	REVISION OF THE BOOK QUESTION AND ANSWER.
	3 <sup>rd</sup>	PUNCTUATION AND its USE.
9TH	1 <sup>st</sup>	WHERE IS THE MIND IS WITHOUT FEAR BY R.N TAGORE READING AND EXPLANATION.
	2 <sup>nd</sup>	WHERE IS THE MIND IS WITHOUT FEAR BY R.N TAGORE READING AND EXPLANATION
	3 <sup>rd</sup>	LETTERS: BUSINESS LETTERS.
10TH	1 <sup>st</sup>	LETTERS: PERSONAL LETTERS.
	2 <sup>nd</sup>	<b><u>REVISION OF BUSINESS AND PERSONAL LETTERS</u></b>
	3 <sup>rd</sup>	UNCLE PODGER HANGS A PICTURE BY JEROME K. JEROME READING AND EXPLANATION.
11TH	1 <sup>st</sup>	BOOK EXERCISE OF UNCLE PODGER HANGS A PICTURE BY JEROME K. JEROME
	2 <sup>nd</sup>	DRAFTING AN E-MAIL.
	3 <sup>rd</sup>	<b><u>NOTICE AND AGENDA.</u></b>
12TH	1 <sup>st</sup>	THE ROOM ON THE ROOF BY RUSKIN BOND, READING AND EXPLANATION.
	2 <sup>nd</sup>	QUESTION & ANSWER.
	3 <sup>rd</sup>	COMMONLY USED WORDS OF LITERARY DEVICES.
13TH	1 <sup>st</sup>	ODE TO TOMATOES BY PABLO NERUDA READING AND EXPLANATION.
	2 <sup>nd</sup>	QUESTION & ANSWER.
	3 <sup>rd</sup>	ASSIGNMENT CHECK.
14TH	1 <sup>st</sup>	FILLING OF DIFFERENT FORMS- ONLINE FORMS FOR PLACEMENTS.
	2 <sup>nd</sup>	PARTS OF SPEECH AND IT'S TYPES.
	3 <sup>rd</sup>	NOUN , PRONOUN, VERB, ADVERB.
15TH	1 <sup>st</sup>	DOUBT CLEARING CLASS.
	2 <sup>nd</sup>	REVISION OF COMMUNICATION SKILLS IN ENGLISH.
	3 <sup>rd</sup>	DISCUSSION OF PREVIOUS YEAR QUESTION PAPER.
16 <sup>th</sup>	1 <sup>st</sup>	REVISION OF VOCABULARY & GRAMMAR
	2 <sup>nd</sup>	ACTIVE AND PASSIVE VOICE , SUBJECT-VERB – AGREEMENT, ONE WORD SUBSTITUTION
	3 <sup>rd</sup>	REVISION OF BUSINESS LETTERS, COMPLAIN LETTER , PLACING ORDER
17 <sup>th</sup>	1 <sup>st</sup>	ANTONYM AND SYNONYM.
	2 <sup>nd</sup>	SUMMARY AND REPORT WRITING.




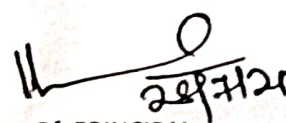
	3 <sup>rd</sup>	PARAGRAPH WRITING.
18 <sup>TH</sup>	1 <sup>st</sup>	REVISION OF GRAMMAR.
	2 <sup>nd</sup>	DISCUSSION OF PREVIOUS YEAR QUESTION PAPER.
	3 <sup>rd</sup>	DISCUSSION OF PREVIOUS YEAR QUESTION PAPER.

### Learning Resources:

1. INVITATION TO ENGLISH 1, INVITATION TO ENGLISH 2 CHSE(2024), ODISHA
2. WREN AND MARTIN HIGH SCHOOL ENGLISH GRAMMAR, NDV PRASAD RAO, S. CHAND PUBLICATION.
3. COMMUNICATION SKILL, BANDITA SATAPATHY.
4. R.K.Narayan.Malgudi Days. Indian Thought Publications,2017

Sukanta pradhan  
Sign. Of Teaching Faculty

  
Sign. Of Sr. Lecturer  
Sr. Lecture  
Math & Science  
J.I.E.T (Poly), Jagatpur, Cto

  
Sign. Of PRINCIPAL  
GIET (POLYTECHNIC)  
**Principal**  
**GIET (Polytechnic),**  
**Jagatpur, Cuttack**