

GIET POLYTECHNIC, JAGATPUR, CUTTACK

LESSON PLAN

Discipline: COMP.SC & Mechanical Engg.	Semester: 2 ND	Name of the Teaching Faculty: Sukanta Pradhan (Lect. In English)
Subject-(TH-1) Communication skills in English	No of Days/per week class allotted:3P (3 Lectures +1 Tutorial)	Semester From Date: 04.02.2025 to Date: 17.05.2025 No. of Weeks: 15
Week	Class Day	Theory Topics
1ST	1 st	<u>UNIT-I: COMMUNICATION THEORY & PRACTICE</u> <u>BASIC COMMUNICATION : INTRODUCTION</u> <u>MEANING & DEFINITION , PROCESS OF COMMUNICATION</u>
	2 nd	TYPES OF COMMUNICATION: FORMAL & INFORMAL, VERBAL, NON-VERBAL, WRITTEN, & BARRIERS TO COMMUNICATION.
	3 rd	7CS FOR EFFECTIVE COMMUNICATION
2ND	1 st	ART OF EFFECTIVE COMMUNICATION. (CHOOSING WORDS, VOICE, MODULATION, CLARITY, TIME, SIMPLIFICATION OF WORDS)
	2 nd	TECHNICAL COMMUNICATION
	3 rd	UNIT-3, SECTION-1 MALGUDI DAYS BY R.K. NARAYAN READING AND EXPLANATION.
3RD	1 st	MALGUDI DAYS READING AND EXPLANATION.
	2 nd	MALGUDI DAYS READING AND EXPLANATION.
	3 rd	UNIT – 3, SECTION – 2 NIGHT OF THE SCORPION BY NISSIM EZEKIEL READING AND EXPLANATION .
4TH	1 st	TENSES & IT'S TYPES
	2 nd	RULES OF TENSES
	3 rd	EXERCISE ON TENSES
5TH	1 st	SKIMMING THE GIST AND SCANNING FOR NECESSARY INFORMATION OF GIVEN PASSAGE.
	2 nd	GUESSING THE MEANING OF UNFAMILIAR WORDS, THE ART OF PRECISE WRITING.
	3 rd	CLOSE READING FOR INFERENCE AND EVALUATION , TRACING OUT THE MAIN IDEA AND IT'S SUPPORTING OF

		PRECISE WRITING.
6TH	1 st	SINGLE WORD SUBSTITUTE ,IDIOMS &PHRASES.
	2 nd	THE ROOM ON THE ROOF BY RUSKIN BOND,READING AND EXPLANATION.
	3 rd	SOFT SKILL FOR PROFESSIONAL EXCELLENCE,INTRODUCTION,DIFFERENCE BETWEEN SOFT SKILL &HARD SKILL,IMPORTANCE OF SOFT SKILL.
7TH	1 st	LIFE SKILL: SELF-AWARNESS &SELF ANALYSIS.
	2 nd	STOPPING BY WOODS ON A SNOWY EVENING BY ROBERT FROST READING AND EXPLANATION.
	3 rd	ACTIVE AND PASSIVE VOICE ,RULES AND EXERCISE.
8TH	1 st	THE GIFT OF THE MAGI BY O.HENRY READING AND EXPLANATION.
	2 nd	REVISIN OF THE BOOK QUESTION AND ANSWER .
	3 rd	PUNCTUATION AND IT'S USE.
9TH	1 st	WHERE THE MIND IS WITHOUT FEAR BY R.N TAGORE READING AND EXPLANATION .
	2 nd	WHERE THE MIND IS WITHOUT FEAR BY R.N TAGORE READING AND EXPLANATION .
	3 rd	LETTERS: BUSINESS LETTERS.
10TH	1 st	LETTERS: PERSONAL LETTERS.
	2 nd	<u>REVISION OF BUSINESS AND PERSONAL LETTER.</u>
	3 rd	UNCLE PODGER HANGS A PICTURE BY JEROME K. JEROME READING AND EXPLANATION.
11TH	1 st	BOOK EXERCISE OF UNCLE POGER HANGS A PICTURE BY JEROME K. JEROME.
	2 nd	DRAFTING AN E-MAIL.
	3 rd	<u>NOTICE AND AGENDA</u>
12TH	1 st	REVISION OF NOTICE AND E-MAIL.
	2 nd	COMMENLY USED WORDS OF LITERARY DEVICES.
	3 rd	ODE TO TOMATOES BY PABLO NERUDA READING AND EXPLANATION.
13TH	1 st	FILLING OF DIFFERENT FORMS –ONLINE FORMS FOR PLACEMENT.
	2 nd	EXERCISE ON ODE TO TOMATOES BY PABLO NERUDA.
	3 rd	PARTS OF SPEECH &IT'STYPES.
14TH	1 st	PART OF SPEECH (NOUN,PRONOUN,VERB, ADVERB).
	2 nd	PARTS OF SPEECH (ADJECTIVES, PREPOSITION , CONJUCTION ,INTERJUCTION).
	3 rd	REVISION OF VOCABULARY AND GRAMMAR.
15TH	1 st	REVISION OF PROFESSIONAL WRITING.
	2 nd	REVISION OF COMMUNICATIVE ENGLISH.
	3 rd	DIFFERENT TYPES OF QUESTIONS PREPARATION FOR SEMESTER EXAM.

Learning Resources:

1. INVITATION TO ENGLISH, BOOK-1CHSE (2016 REPRINT), ODISHA
2. WREN & MARTIN HIGH SCHOOL ENGLISH GRAMMAR ,NDV PRASAD RAO , S.CHAND PUBLICATION.
3. COMMUNICATION SKILLS , BANDITA SATAPATHY .

Sukanta pradhan .

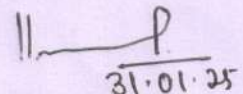
Sign. Of Teaching Faculty

31/1/25

Sign. Of Sr. Lecturer

Math & Science

G.I.E.T (Poly), Jagatpur, Cts

31.01.25

Sign of PRINCIPAL

Principal
GIET (POLYTECHNIC)
Jagatpur, Cuttack