

## Lesson Plan 2025(S)

Subject: - COMMUNICATION SKILLS IN ENGLISH

Course code: - TH-1(A).

Name of faculty: - SUMITRARANI MALLICK

Class allotted: - 4p/week

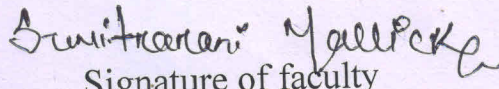
Semester: - 2<sup>nd</sup>

Branch: - Civil,Electrical,Metallurgy

Weeks	Date/Period	From Date:- 04/02/2025 To 17/05/2025	Teaching Aid
		Theory-Topic/Lesson	
1	04/02/2025 To 08/02/2025	<b>UNIT-1</b> • Basics of communication: Introduction, meaning and definition, process of communication etc. • Types of communication: formal and informal, verbal, non-verbal and written Barriers to effective communication.	WhiteBoard Marker
2	10/02/2025 To 15/02/2025	• 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous). • Art of Effective communication, o Choosing words o Voice o Modulation o Clarity o Time o Simplification of words • Technical Communication.	WhiteBoard Marker
3	17/02/2025 To 22/02/2025	<b>Unit-2</b> <b>Soft Skills for Professional Excellence</b> • Introduction: Soft Skills and Hard Skills. • Importance of soft skills.	WhiteBoard Marker
4	24/02/2025 To 01/03/2025	• Life skills: Self-awareness and Self-analysis, adaptability, resilience, emotional intelligence and empathy etc. • Applying soft skills across cultures • Case Studies.	WhiteBoard Marker
5	03/03/2025 To 08/03/2025	<b>Unit-3: section:1</b> Malgudi Days: R.K. Narayan The Room on Roof: Ruskin Bond	WhiteBoard Marker
6	10/03/2025 To 13/03/2025	The Gift of the Magi" by O. Henry "Uncle Podger Hangs a Picture" Jerome K. Jerome	WhiteBoard Marker

7	17/03/2025 To 22/03/2025	<b>Section-2</b> Night of the Scorpion by Nissim Ezekiel, Stopping by Woods on a Snowy Evening by Robert Frost by Pablo Neruda,	WhiteBoard Marker
8	24/03/2025 To 29/03/2025	Where the Mind is Without Fear by Rabindranath Tagore, Ode to Tomatoes by Pablo Neruda,	WhiteBoard Marker
9	02/04/2025 To 05/04/2025	<b>Unit-4:</b> Professional Writing The art of précis writing, Letters: business and personnel,	WhiteBoard Marker
10	07/04/2025 To 12/04/2025	Drafting e-mail, notices, minutes of a meeting etc. Filling-up different forms such as banks and on-line forms for placement etc.	WhiteBoard Marker
11	15/04/2025 To 19/04/2025	<b>UNIT-5</b> Unit-5: Vocabulary and Grammar Vocabulary of commonly used words Glossary of administrative terms (English and Hindi)	WhiteBoard Marker
12	21/04/2025 To 26/04/2025	•One-word substitution, Idioms and phrases etc.	WhiteBoard Marker
13	28/04/2025 To 03/05/2025	•Parts of speech, active and passive voice,	WhiteBoard Marker
14	05/05/2025 To 10/05/2025	•tenses etc., Punctuation	WhiteBoard Marker
15	13/05/2025 To 17/05/2025	<b>REVISION</b>	WhiteBoard Marker

  
Signature of HOD

  
Signature of faculty