

GOVERNMENT POLYTECHNIC GAJAPTI

Academic Lesson Plan for 1st Semester-2025(Summer)

Name of the teaching faculty- Mrs. Smita Mohanty (English)

Discipline: Mechanical Engg. & Civil Engg.

Department- Mathematics & Science

Semester: 1st

Subject: TH1(a): Communication Skills in English

No. of periods per week: 3

Total periods: 45

End Semester Exam. : 70 Marks

C T (I.A.): 30 Marks

Total Marks: 100 Marks

Week	Period	Unit	Topic to be covered
1st	1st	Unit-1	Unit-1 Communication: Theory and Practice Introduction, Meaning & Definition, Process of Communication.
	2nd	"	Types of Communication.
	3rd	"	Barriers to Effective Communication.
2nd	1st	"	7Cs for Effective Communication.
	2nd	"	Art of Effective Communication.
	3rd	"	Technical Communication.
3rd	1st	"	Forms of Technical Communication.
	2nd	"	Importance of Technical Communication.
	3rd	"	Skills required for Technical Communication.
4th	1st	Unit-2	Unit-2 Soft Skills for Professional Excellence Introduction: Soft Skills.
	2nd	"	Introduction: Hard Skills.

	3 rd	“	Importance of Soft Skills.
5 th	1 st	“	Life Skills:Self-awareness.
	2 nd	“	Life Skills: Self-analysis.
	3 rd	“	Applying Soft Skills across cultures.
6 th	1 st	Unit-3	Unit-3 Reading Comprehension “An Astrologer’s Day”-R.K.Narayan Chapter discussion.
	2 nd	“	Q&A discussion.
	3 rd	“	“The Missing Mail”-R.K.Narayan Chapter discussion.
7 th	1 st	“	Q&A discussion.
	2 nd	“	“Doctor’s Word”-R.K.Narayan Chapter discussion.
	3 rd	“	Q&A discussion.
8 th	1 st	“	“The Gift of theMagi”-O.Henry Chapter discussion.
	2 nd	“	Q&A discussion.
	3 rd	“	“Stopping by Woods on a Snowy Evening”- Robert Frost Chapter discussion.
9 th	1 st	“	Q&A discussion.
	2 nd	“	“Where the Mind is WithoutFear”- Rabindranath Tagore Chapter discussion.
	3 rd	“	Q&A discussion.
10 th	1 st	“	Unit-4 Professional Writing Summary writing.
	2 nd	“	Report writing.
	3 rd	“	Business letters.
11 th	1 st	“	Personal letters.
	2 nd	“	Draftinge-mail.

	3 rd	“	Notices.
12 th	1 st	Unit-4	Minutes of a meeting.
	2 nd	“	Filling up bank forms.
	3 rd	“	Filling upon-line forms for placement.
13 th	1 st	Unit-5	Unit-5 Vocabulary and Grammar Vocabulary of commonly used word.
	2 nd	“	Commonly used administrative terms (English only).
	3 rd	“	One-word substitution.
14 th	1 st	“	Parts of Speech.
	2 nd	“	“
	3 rd	“	Active and Passive voice.
15 th	1 st	“	Tenses.
	2 nd	“	“
	3 rd	“	Punctuation.

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