

**PNS SCHOOL OF ENGINEERING & TECHNOLOGY, MARSHAGHAI**  
**DEPARTMENT OF SCIENCE AND HUMANITIES**  
**LESSON PLAN**

DISCIPLINE : CIVIL,ETC & CS SEMESTER: 1ST SUBJECT:COMMUNICATION SKILLS IN ENGLISH NO.OF DAYS/WEEK CLASS ALLOTTED: 04			NAME OF THE TEACHING FACULTY: MRS SONALISHA NAYAK
			SEMESTER FROM DATE: 16/08/2024 TO DATE: 10/12/2024 NO OF WEEKS: 16
WEEK	Topic	CLASS DAY	THEORY TOPICS
1st week	Unit-1 Communication: Theory and Practice	1	• Basics of communication: Introduction, meaning and definition
		2	• Process of communication etc.
		3	• Types of communication: formal and informal, verbal, non-verbal.
		4	• Barriers to Effective Communication
2nd week		5	• 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).
		6	• 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).
		7	• Art of Effective communication, o Choosing words o Voice o Modulation o Clarity o Time o Simplification of words
		8	• Technical Communication.
3rd week	Unit-2 Soft Skills for Professional Excellence	9	• Introduction: Soft Skills and Hard Skills.
		10	• Importance of soft skills.
		11	• Life skills: Self-awareness and Self-analysis
		12	• Life skills: Self-awareness and Self-analysis
4th week	Unit-3: Reading Comprehension	13	. • Applying soft skills across cultures.
		14	. • An Astrologers Day
		15	. • An Astrologers Day
		16	. • The Missing Mail
5th week		17	. • The Missing Mail
		18	. • Doctor's Word
		19	. • Doctor's Word
		20	. • The Gift of the Magi
6th week		21	. • The Gift of the Magi
		22	Stopping by Woods on a Snowy Evening by Robert Frost,
		23	Stopping by Woods on a Snowy Evening by Robert Frost,
		24	Where the Mind is Without Fear by Rabindranath Tagore,
7th week		25	Where the Mind is Without Fear by Rabindranath Tagore,
	Unit-4: Professional Writing	26	Summary Writing
		27	Report Writing
		28	Report Writing
8th week		29	Letters: business and personnel,
		30	Letters: business and personnel,
		31	Drafting e-mail, notices, minutes of a meeting etc.
		32	Drafting e-mail, notices, minutes of a meeting etc.
9th week		33	Drafting e-mail, notices, minutes of a meeting etc.
		34	Filling-up different forms such as banks and on-line forms for placement etc.
		35	Filling-up different forms such as banks and on-line forms for placement etc.

		36	Vocabulary of commonly used words
11th week	Unit-5: Vocabulary and Grammar	37	Commonly used administrative terms (English)
		38	One-word substitution, Idioms and phrases etc.
		39	One-word substitution, Idioms and phrases etc.
		40	Parts of speech,
12th week		41	active and passive voice,
		42	active and passive voice,
		43	tenses etc
		44	tenses etc
13TH week		45	Punctuation

Sunakar Singh.

Signature of the HOD

Sonalisha Rayan

Signature of the Teacher