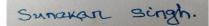
## PNS SCHOOL OF ENGINEERING & TECHNOLOGY, MARSHAGHAI DEPARTMENT OF SCIENCE AND HUMANITIES I FSSON PLAN

	E : CIVIL,ETC & C	s	NAME OF THE TEACHING FACULTY: MRS SONALISHA NAYAK
SEMESTER: 1ST SUBJECT:COMMUNICATION SKILLS IN ENGLISH NO.OF DAYS/WEEK CLASS ALLOTED: 04			SEMESTER FROM DATE: 16/08/2024 TO DATE: 10/12/2024 NO OF WEEKS: 16
NEEK	Торіс	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.
	Unit-2 Soft Skills for Professional Excellence	9	Introduction: Soft Skills and Hard Skills.
3rd week		10 11	<ul><li>Importance of soft skills.</li><li>Life skills: Self-awareness and Self-analysis</li></ul>
		12	Life skills: Self-awareness and Self-analysis
		13	• Applying soft skills across cultures.
4th week		14	. • An Astrologers Day
		15	. • An Astrologers Day
		16	. • The Missing Mail
5tht week	Unit-3: Reading Comprehension	17	. • The Missing Mail
		18	. • Doctor's Word
		19	. • Doctor's Word
		20	. • The Gift of the Magi
6th week 7th week		21 22	. • The Gift of the Magi Stopping by Woods on a Snowy Evening by Robert Frost,
		22	Stopping by Woods on a Snowy Evening by Robert Frost,
		23	Where the Mind is Without Fear by Rabindranath Tagore,
		25	Where the Mind is Without Fear by Rabindranath Tagore,
		26	Summary Writing
		27	Report Writing
		28	Report Writing
8th week	Unit-4: Professional Writing	29	Letters: business and personnel,
		30	Letters: business and personnel,
		31	Drafting e-mail, notices, minutes of a meeting etc.
		32 33	Drafting e-mail, notices, minutes of a meeting etc. Drafting e-mail, notices, minutes of a meeting etc.
9th week		34	Filling-up different forms such as banks and on-line forms for placement etc.
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		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



Signature of the HOD

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Signature of the Teacher