

PADMASHREE KRUTARTHA ACHARYA INSTITUTE OF  
ENGINEERING & TECHNOLOGY, BARGARH



LESSON PLAN  
Session-2024-2025

Semester: 2nd Discipline: Electrical/Comp.sc. Engg.

Subject: Communication Skills in English

Name of the Teaching Faculty: Bandita Panda

Subject: Communication Skills in English No. of Days/per week class allotted: 04

Semester From Date: 04-02-25 To Date: 17-05-25 No. of Weeks: 15

Week	Class Day	Theory/Practical Topics
1st	1	Communication: Introduction, meaning & definition
	2	Communication: Models and Process of Communication
	3	Communication: Types of Communication - 1 [Formal and Informal]
	4	Communication: Types of Communication - 2 [Verbal, non-verbal]
2nd	1	Upward and downward Communication: Meaning, Merits and Demerits
	2	Parallel Communication: Meaning, Merits & Demerits & Grapevine Com <sup>n</sup>
	3	Barriers to Communication: Meaning & Type-1
	4	Barriers to Communication: Meaning & Type-2
3rd	1	Overcoming Barriers to Communication.
	2	Non-verbal Com <sup>n</sup> : Meaning and types
	3	Kinesics: Postures, Gestures, Facial Expression, Eye contact
	4	Proxemics: Private space & personal space

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Signature of the Faculty

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Week	Class Day	Theory / Practical Topics
4th	1	7 Cs For Effective Communication : Considerate, concrete, concise, clear
	2	7Cs For Effective Communication: Complete, correct, courteous
	3	Art of Effective Communication : choosing words, voice, modulation
	4	Art of Effective Communication; clarity in speech and writing, Time Management
5th	1	Technical Communication: Definition & Significance
	2	Technical Communication; Difference between Technical & General Communication
	3	Soft skills and Hard skills : Introduction, Definition and Examples
	4	Importance of soft skills in workplace : Communication, Team work, Leadership
6th	1	Life Skills : Self Awareness & Self Analysis
	2	Life Skills : Understanding strengths and weaknesses : Techniques For self improvement
	3	Applying soft skills Across cultures : cultural differences in communication.
	4	Cross-cultural workplace etiquette

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Week	Class Day	Theory / Practical Topics
7th	1	Reading Comprehension: Skimming
	2	Reading Comprehension: Scanning
	3	Reading Comprehension: Close reading for Inference & Evaluation.
	4	Reading Comprehension: Note Making, Identifying main ideas and supporting details
8th	1	Vocabulary Enhancement: Contextual meanings : Word Formation
	2	Grammar For Reading: Sentence structure, Common Grammatical Errors
	3	Literature Appreciation: An Astrologer's Day
	4	Literature Appreciation: The Missing Mail
9th	1	Literature Appreciation: Doctor's Word
	2	Literature Appreciation: The Gift of the Magi
	3	Literature Appreciation: The Gift of Magi
	4	Literature Appreciation: Stopping by Woods on a Snowy Evening

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Week	Class Day	Theory / Practical Topics
10th	1	Literature Appreciation: Stopping by Woods on a Snowy Evening
	2	Literature Appreciation: Where the Mind is Without Fear
	3	Literature Appreciation: Where the Mind is Without Fear
	4	Writing Skills: Summary Writing
11th	1	Writing Skills: Report Writing
	2	Writing Skills: Notice
	3	Writing Skills: Business Letters
	4	Writing Skills: Personal Letters
12th	1	Writing Skills: Email Drafting
	2	Writing Skills: Minutes of a Meeting
	3	Writing Skills: Filling-up Forms [E.g. - banks & online forms]
	4	Writing Skills: Filling up Forms such as banks & Online forms

Bansalika Panda  
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Week	Class Day	Theory / Practical Topics
13th	1	Vocabulary: commonly used words
	2	Vocabulary: Commonly used administrative terms
	3	Vocabulary: One-word Substitutions
	4	Grammar: Parts of speech
14th	1	Grammar: Active and Passive Voice
	2	Grammar: Tenses
	3	Grammar: Tenses
	4	Grammar: Punctuation
15th	1	Grammar: Revision
	2	Writing skills: Revision - 1
	3	Writing skills: Revision - 2
	4	Business Letters: Revision

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