

**GOVERNMENT POLYTECHNIC NAYAGARH**

**LESSON PLAN-2025 (S); AY :2025-26**

**Discipline:  
Electrical  
Engg./Com  
p.SC. Engg.**

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

**Name of the Teaching Faculty : Dr Shashibhusan  
Nayak, Lect. English**

**Semester From 09.01.2026 to 08.05.2026**

**No. of Weeks: 15**

<b>Week</b>	<b>Class Day</b>	<b>Theory Topics</b>
1 <sup>st</sup>	1 <sup>st</sup>	Introduction to theory 1A ( syllabus, objectives, patterns of questions and evaluation)
	2 <sup>nd</sup>	Unit1:Basics of Communication: Introduction, Meaning & Definition, Process of Communication
	3 <sup>rd</sup>	Unit1: Types of Communication: Formal & Informal; Advantages and Disadvantages
2 <sup>nd</sup>	1 <sup>st</sup>	Unit1:Areas of Verbal and Non-verbal Communication; Advantages and Disadvantages
	2 <sup>nd</sup>	Unit2:Introduction to Soft Skills and Hard Skills
	3 <sup>rd</sup>	Unit2:Importance of Soft Skills
3 <sup>rd</sup>	1 <sup>st</sup>	Unit5:Vocabulary of Commonly Used Words
	2 <sup>nd</sup>	Unit3:Malgudi Days - An Astrologer's Day
	3 <sup>rd</sup>	Unit3:MalgudiDays- An Astrologer's Day
4 <sup>th</sup>	1 <sup>st</sup>	Unit1: 7 Cs of Effective Communication
	2 <sup>nd</sup>	Unit4:Writing Skill: The Art of Summary Writing
	3 <sup>rd</sup>	Unit4:Writing Skill:The Art of Report Writing
5 <sup>th</sup>	1 <sup>st</sup>	Unit 3:Stopping By Woods on a Snowy Evening (Poem)
	2 <sup>nd</sup>	Unit 3:Stopping By Woods on a Snowy Evening (Poem)
	3 <sup>rd</sup>	Unit5:Application of English Grammar: Parts of Speech
6 <sup>th</sup>	1 <sup>st</sup>	Unit3: The Giftofthe Magi
	2 <sup>nd</sup>	Unit3: The Giftofthe Magi
	3 <sup>rd</sup>	Unit2: Life Skills: Self-Awareness and Self-Analysis
7 <sup>th</sup>	1 <sup>st</sup>	Unit2: Applying Soft Skills across Cultures
	2 <sup>nd</sup>	Unit4: Writing Skill: Filling Up Different Forms (Offline and Online)
	3 <sup>rd</sup>	Unit4: WritingSkill: Filling Up Different Forms (Offline and Online)
8 <sup>th</sup>	1 <sup>st</sup>	Unit5: Commonly Used AdministrativeTerms
	2 <sup>nd</sup>	Unit5: Punctuation

	3rd	Unit3:Malgudi Days- The Missing Mail
9th	1st	Unit3:Malgudi Days- The Missing Mail
	2nd	Unit4:Writing Skill: Business Letter Writing
	3rd	Unit4:Writing Skill:Business Letter Writing
10th	1st	Unit5:Application of English Grammar:Time, Tense and Aspects
	2nd	Unit5:Application of English Grammar: Time, Tense and Aspects
	3rd	Unit5:Application of English Grammar:Time, Tense and Aspects
11th	1st	Unit3:Where the Mind is Without Fear(Poem)
	2nd	Unit3:Where the Mind is Without Fear(Poem)
	3rd	Unit1:Barriers to Effective Communication and Ways to overcome them
12th	1st	Unit1: Art of Effective Communication
	2nd	Unit1: Technical Communication
	3rd	Unit4:Writing Skill:Personal Letter Writing
13th	1st	Unit4:Writing Skill:Personal Letter Writing
	2nd	Unit3:Malgudi Days- Doctor's Word
	3rd	Unit3:Malgudi Days- Doctor's Word
14th	1st	Unit5:One Word Substitution
	2nd	Unit4:WritingSkill:Drafting Emails, Notices and Preparing Minutes of Meetings
	3rd	Unit4:Drafting Emails, Notices and Preparing Minutes of Meetings
15th	1st	Unit5:Application of English Grammar: Voice Change
	2nd	Unit5:Application of English Grammar: Voice Change
	3rd	Unit5:Application of English Grammar: Voice Change

*M. A. J. (Self-Eng)*