

GOVERNMENT POLYTECHNIC, NAYAGARH	
LESSON PLAN(THEORY)	
Name of the faculty: Ipsita Behera	Academic Year: 2026-27 From 17/08/2026 to 17/04/2027
Course No TH-1	Course Name: COMMUNICATION SKILLS IN ENGLISH
Program: Diploma in Engineering No. of days/per week class allotted-02	Branch: CIVIL, MECHANICAL, ELECTRICAL & COMP.SC

WEEK	HOURS	TOPIC TO BE COVERED
1st	1	Basics of Communication: Introduction, Meaning, Definition
	2	Process of Communication and Communication model
2nd	3	Types of communication: formal (upward, downward and parallel/horizontal) and
	4	Informal communication (grapevine) verbal communication (meaning and definition)
3rd	5	Non-verbal communication (proxemics, kinesics and paralanguage)
	6	Barriers to effective communication (semantics, psychological)
4th	7	Barriers to effective communication (physical and cultural)
	8	7 Cs for effective communication (considerate, concrete, concise)
5th	9	7 Cs for effective communication (clear, complete, correct, courteous)
	10	Art of Effective communication - o Choosing words - o Voice - o Modulation
6th	11	Art of Effective communication - o Clarity - o Time - o Simplification of words Technical Communication (Definition)
	12	Technical Communication (features)
7th	13	Introduction: Soft Skills
	14	Introduction: Hard Skills
8th	15	Importance of Soft Skills

	16	Importance of Soft Skills
9th	17	Life Skills: Self-awareness
	18	Life Skills: Self-analysis
10th	19	Applying Soft Skills across cultures
	20	Applying Soft Skills across cultures
11th	21	An Astrologer's Day – R.K. Narayan
	22	An Astrologer's Day – R.K. Narayan
12th	23	An Astrologer's Day – R.K. Narayan
	24	The Missing Mail- R.K. Narayan
13th	25	The Missing Mail- R.K. Narayan
	26	The Missing Mail- R.K. Narayan
14th	27	Stopping by woods on a snowy Evening – Robert Frost
	28	Stopping by woods on a snowy Evening – Robert Frost
15th	29	Where the Mind is without Fear – Rabindranath Tagore
	30	Where the Mind is without Fear – Rabindranath Tagore
16th	31	The gift of Magi- O Henry
	32	The gift of Magi- O Henry
17th	33	The gift of Magi- O Henry
	34	Doctor's Word- R.K. Narayan
18th	35	Doctor's Word- R.K. Narayan
	36	Doctor's Word- R.K. Narayan
19th	37	Daffodils by William Wordsworth
	38	Daffodils by William Wordsworth
20th	39	To My True Friend by Elizabeth Pinard
	40	To My True Friend by Elizabeth Pinard
21st	41	Summary writing
	42	Notice Writing
22nd	43	Report writing (Annual Function, Blood Donation Camp)
	44	Report writing (Poly-fest, Road Accident)
23rd	45	Applications- Principal, Hostel Superintendent, HOD, Librarian

23rd	46	Business Letters-Letter of Enquiry, Placing an order
24th	47	Business Letters- complaint and cancellation
	48	Personal Letters: parents, brother/sister, friend
25th	49	Drafting E-mail- Bank manager to open an account. Congratulating a friend on his/her achievement
	50	Notice Writing: competitions, inviting articles for magazines
26th	51	Notice Writing: study tour, lost/found items
	52	CV/Resume
27th	53	Vocabulary of commonly used words Commonly used administrative terms One- word substitution
	54	Parts of speech
28th	55	Parts of speech
	56	Concord
29th	57	Concord
	58	Simple Tenses, Progressive Tenses
30th	59	Perfect Tenses, Perfect Progressive Tenses
	60	Voice Change
31st	61	Voice Change
	62	Voice Change
32nd	63	Punctuation
	64	Punctuation


 31.7.26
 (Det. Gov. S. J.)
 Signature of the faculty member