



BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK

DEPARTMENT: HUMANITIES AND SCIENCES

LESSON PLAN

SUBJECT: - COMMUNICATION SKILLS IN ENGLISH (THEORY)

ACADEMIC SESSION:-2025-26

SEMESTER: - 1ST SEM (WINTER-2025)

SECTION: - F BRANCH:- MECHANICAL

Prepared by Dr. Anita Tripathy

Discipline: Mechanical (SEC-F)	Semester: 1st Semester	Name of the Teaching Faculty: Dr. Anita Tripathy
Subject: Communication Skills in English (Theory)	No. of Days/ per week class allotted: 3 Days (TUE,THU,SAT)	Semester From: - Date: 06/08/2025 to 04/12/2025
Week	Class days & Dates	Theory Topics
1st	1. 07.08.25	Introduction ,Syllabus Discussion
	2. 12.08.25	Unit-I :COMMUNICATION : THEORY & PRACTICE 1.Basics of communication Introduction ,meaning and definition, process of communication
	3. 14.08.25	Types of communication: Formal and informal, verbal,non-verbal Barriers of communication
2nd	4. 16..08.25	7Cs for effective communication (Considerate, concrete, concise, clear, complete, correct, courteous)
	5. 16..08.25	7Cs for effective communication (Considerate, concrete, concise, clear, complete, correct, courteous)
	6. 19.08.25	Art of effective communication: Choosing words, Voice, Modulation, Clarity, Time, Simplification of words Technical communication
	7. 21.08.25	CLASS TEST- 1
	8. 26.08.25	2.SOFT SKILLS FOR PROFESSIONAL EXCELLENCE Introduction and importance of soft skills and hard skills
	9. 30.08.25	Life skills: Self awareness and self-analysis Applying soft skills across cultures
3rd	10. 30.08.25	Life skills: Self awareness and self-analysis Applying soft skills across cultures
	11. 02.09.25	CLASS TEST- 2
	12. 04.09.25	3.READING COMPREHENSION An Astrologer's Day by R .K .Narayan Explanation
	13. 06.09.25	End summary Difficult Word meanings Question & Answer
4th	14. 06.09.25	End summary Difficult Word meanings

		Question & Answer
	15. 09.09.25	Explaining Doctor's Word By R.K.Narayan
	16. 11.09.25	End summary and discussion of Doctor's Word.
5 th	17. 13.09.25	Question & Answer
	18. 13.09.25	Question & Answer
	19. 16.09.25	The Missing Mail by Reading and Explanation
6 th	20. 18.09.25	The Missing Mail Explaining
	21. 20.09.25	Word meaning, chapter analysis
	22. 20.09.25	Word meaning, chapter analysis
7 th	23. 23.09.25	Question & Answer
	24. 25.09.25	CLASS TEST-3
	25. 04.10.25	The Gift of the Magi by O. Henry Reading, explanation
8 th	26. 04.10.25	The Gift of the Magi by O. Henry Reading, explanation
	27. 09.10.25	The Gift of the Magi Text reading, Explanation and word meaning discussion
	28. 14.10.25	Question & Answer Discussion
9 th	29. 16.10.25	Where the Mind is Without Fear by Rabindranath Tagore Text Reading and Explanation
	30. 18.10.25	Question & Answer Discussion
	31. 18.10.25	Question & Answer Discussion
10 th	32. 23.10.25	Stopping by Woods on a Snowy Evening by Robert Frost Text reading, Explanation and Analysis
	33. 28.10.25	Question & Answer
	34. 30.10.25	UNIT 4: Professional Writing Summary and Report writing
11 th	35. 01.11.25	Letter writing: Writing Personal Letter
	36. 01.11.25	Letter writing: Writing Personal Letter
	37. 04.11.25	Official Letters: Feature and format of: 1- Letter to Principal 2- Letter to Head of Department 3- Librarian and Hostel Superintendent

12 th	38. 06.11.25	Business Letter: Feature, Format and Example of: 1- Letter of Inquiry 2- Letter to place order
	39. 11.11.25	Business Letter: Feature, Format and Example: 3- Letter of Complaint
	40. 13.11.25	Business Letter: Feature, Format and Example of: 4- Letter of Review 5- Letter of Cancellation
13 th	41. 15.11.25	Drafting an e-mail
	42. 15.11.25	Notice
	43. 18.11.25	Filling up different forms such as bank and on-line forms for interview
14 th	44. 20.11.25	Minutes of a meeting
	45. 25.11.25	UNIT 5: Vocabulary and Grammar Introduction to Vocabulary
	46. 27.11.25	Synonym, Antonym
15 th	47. 29.11.25	One Word Substitution, Glossary of Administrative terms
	48. 29.11.25	One Word Substitution, Glossary of Administrative terms
	49. 02.12.25	Parts of Speech
16 th	50. 04.12.25	Active and Passive Voice Tenses