



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: - G BRANCH:-MECHANICAL

Prepared by DR. ANITA TRIPATHY

Discipline: Mechanical (SEC-G)	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,FRI)	Semester From: - Date: 06/08/2025 to 04/12/2025 No of Weeks: - 18
Week	Class days & Dates	Theory Topics
1 st	1. 07.08.25	Introduction ,Syllabus Discussion
	2. 08.08.25	Unit-I :COMMUNICATION : THEORY & PRACTICE 1.Basics of communication Introduction ,meaning and definition, process of communication
	3. 12.08.25	Types of communication: Formal and informal, verbal, non-verbal Barriers of communication
2 nd	4. 14.08.25	7Cs for effective communication (Considerate, concrete, concise, clear, complete, correct, courteous)
	5. 19.08.25	Art of effective communication: Choosing words, Voice, Modulation, Clarity, Time, Simplification of words Technical communication
	6. 21.08.25	2.SOFT SKILLS FOR PROFESSIONAL EXCELLENCE Introduction and importance of soft skills and hard skills
3 rd	7. 22.08.25	Life skills: Self awareness and self-analysis Applying soft skills across cultures
	8. 26.08.25	CLASS TEST- 2
	9. 02.09.25	3.READING COMPREHENSION An Astrologer's Day by R .K .Narayan Explanation
4 th	10. 04.09.25	End summary Difficult Word meanings Question & Answer
	11. 09.09.25	Explaining Doctor's Word By R.K.Narayan
	12. 11.09.25	End summary and discussion of Doctor's Word.
5 th	13. 12.09.25	Question & Answer
	14. 16.09.25	The Missing Mail by Reading and Explanation

	15. 18.09.25	The Missing Mail Explaining
6 th	16. 19.09.25	Word meaning, chapter analysis
	17. 23.09.25	Question & Answer
	18. 25.09.25	Assignment check.
7 th	19. 26.09.25	CLASS TEST-2
	20. 03.10.25	The Gift of the Magi by O. Henry Reading, explanation
	21. 09.10.25	The Gift of the Magi Text reading, Explanation and word meaning discussion
8 th	22. 10.10.25	Question & Answer Discussion
	23. 14.10.25	Where the Mind is Without Fear by Rabindranath Tagore Text Reading and Explanation
	24. 16.10.25	Question & Answer Discussion
9 th	25. 17.10.25	Stopping by Woods on a Snowy Evening by Robert Frost Text reading, Explanation and Analysis
	26. 23.10.25	Question & Answer
	27. 24.10.25	UNIT 4: Professional Writing Summary and Report writing
10 th	28. 28.10.25	Letter writing: Writing Personal Letter
	29. 30.10.25	Official Letters: Feature and format of: 1- Letter to Principal 2- Letter to Head of Department 3- Librarian and Hostel Superintendent
	30. 31.10.25	Business Letter: Feature, Format and Example of: 1- Letter of Inquiry 2- Letter to place order
11 th	31. 04.11.25	Business Letter: Feature, Format and Example: 3- Letter of Complaint
	32. 06.11.25	Business Letter: Feature, Format and Example of: 4- Letter of Review 5- Letter of Cancellation
	33. 07.11.25	Drafting an e-mail
12 th	34. 11.11.25	Notice
	35. 13.11.25	Filling up different forms such as bank and on-line forms for interview

	36. 14.11.25	Minutes of a meeting
13 th	37. 18.11.25	UNIT 5: Vocabulary and Grammar Introduction to Vocabulary
	38. 20.11.25	Synonym, Antonym
	39. 21.11.25	One Word Substitution, Glossary of Administrative terms
14 th	40. 25.11.25	Parts of Speech
	41. 27.11.25	Active and Passive Voice
	42. 28.11.25	Tenses
15 th	43. 02.12.25	Class Test and Doubt Clearing
	44. 04.12.25	Revision

