BHUBANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK

DEPARTMENT: HUMANITIES AND SCIENCES

LESSON PLAN

SUBJECT: COMMUNICATION SKILLS IN ENGLISH (THEORY)

ACADEMIC SESSION:-2026-27

SECTION: D1, D2, I1, I2

BRANCH: CIVIL, MECHANICAL

PREPARED BY:

MRS. ROSALINA NATH

Discipline: CIVIL, MECHANICAL	SECTION D1, D2, I1, I2	Name of the Teaching Faculty: MRS. ROSALINA NATH
Subject: Communication Skills in English (Theory)	No. of Days/ per week class allotted: 2 Days D1- TUE,THU D2- TUE, WED I1- WED, THU I2- MON, FRI	Session From: 2026 - 2027 No of Weeks:- 32
Week	Class days	Theory Topics
		Introduction, Syllabus & Discussion
1	Class 1	Unit-1 Communication: Theory and Practice 1.1 Basics of communication: Meaning and Definition
	Class 2	1.2 Process of communication and communication model
2	Class 3	1.3 Types of communication: Formal (upward, downward)
	Class4	Formal (parallel/horizontal) and informal (grapevine)
3	Class 5	1.3 Types of communication: Verbal (meaning and definition),
	Class 6	Non-verbal (proxemics, kinesics and paralanguage)
4	Class 7	1.4 Barriers to effective communication (semantics, psychological, physical and cultural)
	Class 8	1.5 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous)
5	Class 9	1.6 Art of Effective communication o Choosing words o Voice o Modulation o Clarity o Time o Simplification of words
	Class 10	1.7 Technical Communication (Definition and features)
6	Class 11	1.7 Technical Communication (Definition and features)
	Class 12	CLASS TEST

7	Class 13	Unit-5: Vocabulary and Grammar (12 hours) 5.1 Vocabulary of commonly used words 5.2 Commonly used administrative terms (English only)
	Class 14	5.3 One-word substitution
8	Class 15	5.4 Parts of Speech
	Class 16	5.4 Parts of Speech
9	Class 17	5.5 Concord
	Class 18	5.6 Tenses
10	Class 19	5.6 Tenses
	Class 20	5.7 Voice-change
11	Class 21	5.7 Voice-change
	Class 22	5.8 Punctuation
12	Class 23	5.8 Punctuation
	Class 24	CLASS TEST
13	Class 25	Unit-2 Soft Skills for Professional Excellence (08 Hours) 2.1 Introduction: Hard Skills & Soft Skills
	Class 26	2.1 Introduction: Hard Skills & Soft Skills
14	Class 27	2.2 Importance of Soft Skills
	Class 28	2.3 Life Skills: Self-awareness & Self-analysis
15	Class 29	2.3 Life Skills: Self-awareness & Self-analysis
	Class 30	2.4 Applying Soft Skills across cultures
16	Class 31	2.4 Applying Soft Skills across cultures
	Class 32	CLASS TEST
17	Class 33	Unit-3: Reading Comprehension (20 hours) Comprehension, vocabulary enhancement and grammar exercises based on reading of the following texts: 3.1 Section-1 (Prose) Excerpts from Malgudi Days by R.K. Narayan 3.1.1 AN ASTROLOGER'S DAY
	Class 34	3.1.1 AN ASTROLOGER'S DAY
18	Class 35	3.1.2 THE MISSING MAIL
	Class 36	3.1.2 THE MISSING MAIL
19	Class 37	3.1.2 THE MISSING MAIL
	Class 38	3.1.3 DOCTOR'S WORD
20	Class 39	3.1.3 DOCTOR'S WORD
	Class 40	3.1.3 DOCTOR'S WORD
21	Class 41	3.1.4 GIFT OF THE MAGI
	Class 42	3.1.4 GIFT OF THE MAGI
22	Class 43	3.1.4 GIFT OF THE MAGI

	Class 44	3.2.1 "Stopping by Woods on a Snowy Evening" by Robert Frost
23	Class 45	3.2.2 "Where the Mind is Without Fear" by Rabindranath Tagore
	Class 46	3.2.2 "Where the Mind is Without Fear" by Rabindranath Tagore
24	Class 47	3.2.3 "Daffodils" by William Wordsworth
	Class 48	3.2.3 "Daffodils" by William Wordsworth
25	Class 49	3.2.4 "To My True Friend" by Elizabeth Pinard
	Class 50	3.2.4 "To My True Friend" by Elizabeth Pinard
26	Class 51	Question-Answer discussion based on the above texts
	Class 52	CLASS TEST
27	Class 53	Unit-4: Professional Writing (12 hours) 4.1 Summary writing 4.2 Report writing (Annual Function, Blood Donation Camp)
	Class 54	4.2 Report writing (Poly-fest, Road Accident)
28	Class 55	4.3 Applications- Principal,Hostel Superintendent
	Class 56	4.3 Applications- HOD, Librarian
29	Class 57	4.4 Letters: 4.4.1 Personal Letters: parents, brother/sister, friend.
	Class 58	4.4.2 Business Letters-Letter of Enquiry, Placing an order
30	Class 59	4.4.2 Business Letters-Letter of complaint and cancellation
	Class 60	4.5 Drafting e-mail- Bank manager to open an account
31	Class 61	4.5 Drafting e-mail- Congratulating a friend on his/her achievement
	Class 62	4.6 Notice Writing: competitions, inviting articles for magazines, study tour, lost/found items
32	Class 63	4.7 CV/Resume'
	Class 64	CLASS TEST