



**BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK**

**DEPARTMENT: HUMANITIES AND SCIENCES**

# **LESSON PLAN**

**SUBJECT: - COMMUNICATION SKILLS IN ENGLISH (THEORY)**

**ACADEMIC SESSION:-2024-25**

**SEMESTER: - 1<sup>ST</sup> SEM (WINTER-2024)**

**SECTION: - K BRANCH:- AUTOMOBILE & DIGITAL  
MANUFACTURING**

**Prepared by Ashrita Nandi**

<b>Discipline: Automobile &amp; Digital manufacturing (SEC-F)</b>	<b>Semester: 1<sup>st</sup> Semester</b>	<b>Name of the Teaching Faculty:  Ashrita Nandi</b>
<b>Subject:  Communication Skills in English (Theory)</b>	<b>No. of Days/ per week class allotted: 3 Days (MON,THU,SAT)</b>	<b>Semester From: -  Date: 16/08/2024 to 10/ 12/2024  No of Weeks: - 17</b>
<b>Week</b>	<b>Class days &amp; Dates</b>	<b>Theory Topics</b>
	1. 17.08.24	<b>Introduction ,Syllabus Discussion</b>
	2. 22.08.24	<b>Unit-I :COMMUNICATION : THEORY &amp; PRACTICE</b> <b>1.Basics of communication</b> Introduction ,meaning and definition, process of communication
	3. 24.08.24	Types of communication: Formal and informal, verbal,non-verbal Barriers of communication
	4. 29.08.24	7Cs for effective communication ( Considerate, concrete, concise, clear, complete, correct, courteous)
	5. 31.08.24	Art of effective communication: Choosing words, Voice, Modulation, Clarity, Time, Simplification of words Technical communication
	6. 02.09.24	<b>2.SOFT SKILLS FOR PROFESSIONAL EXCELLENCE</b> Introduction and importance of soft skills and hard skills
	7. 05.09.24	<b>Life skills:</b> Self awareness and self-analysis Applying soft skills across cultures
	8. 12.09.24	<b>CLASS TEST- 2</b>
	9. 14.09.24	<b>3.READING COMPREHENSION</b> An Astrologer's Day by R .K .Narayan Explanation
	10. 19.09.24	End summary Difficult Word meanings Question & Answer
	11. 21.09.24	Explaining Doctor's Word By R.K.Narayan
	12. 23.09.24	End summary and discussion of Doctor's Word.
	13. 26.09.24	<b>Question &amp; Answer</b>

	14. 28.09.24	<b>The Missing Mail by</b> Reading and Explanation
	15. 30.09.24	The Missing Mail Explaining
	16. 03.10.24	Word meaning, chapter analysis
	17. 05.10.24	<b>Question &amp; Answer</b>
	18. 14.10.24	<b>Assignment check.</b>
	19. 17.10.24	<b>CLASS TEST-2</b>
	20. 19.10.24	<b>The Gift of the Magi by O. Henry</b> Reading, explanation
	21. 21.10.24	<b>The Gift of the Magi</b> Text reading, Explanation and word meaning discussion
	22. 24.10.24	<b>Question &amp; Answer Discussion</b>
	23. 26.10.24	<b>Where the Mind is Without Fear</b> by Rabindranath Tagore Text Reading and Explanation
	24. 28.10.24	Question & Answer Discussion
	25. 02.11.24	<b>Stopping by Woods on a Snowy Evening by Robert Frost</b> Text reading, Explanation and Analysis
	26. 04.11.24	<b>Question &amp; Answer</b>
	27. 07.11.24	<b>UNIT 4: Professional Writing</b> Summary and Report writing
	28. 09.11.24	Letter writing: Writing Personal Letter
	29. 11.11.24	Official Letters: Feature and format of: 1- Letter to Principal 2- Letter to Head of Department 3- Librarian and Hostel Superintendent
	30. 14.11.24	Business Letter: Feature, Format and Example of: 1- Letter of Inquiry 2- Letter to place order
	31. 16.11.24	Business Letter: Feature, Format and Example: 3- Letter of Complaint
	32. 18.11.24	Business Letter: Feature, Format and Example of: 4- Letter of Review 5- Letter of Cancellation
	33. 21.11.24	Drafting an e-mail
	34. 23.11.24	Notice

	35. 25.11.24	Filling up different forms such as bank and on-line forms for interview
	36. 28.11.24	Minutes of a meeting
	37. 30.11.24	<b>UNIT 5: Vocabulary and Grammar</b> Introduction to Vocabulary
	38. 02.12.24	Synonym, Antonym
	39. 05.12.24	One Word Substitution, Glossary of Administrative terms
	40. 07.12.24	Parts of Speech
	41. 09.12.24	Active and Passive Voice, Tenses