



**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: - J BRANCH:-ETC & AUTOMATION ROBOTICS**

**Prepared by Samikshya Swain**

<b>Discipline: ETC &amp; Au Ro (SEC-J)</b>	<b>Semester: 1<sup>st</sup> Semester</b>	<b>Name of the Teaching Faculty:  Samikshya Swain</b>
<b>Subject:  Communication Skills in English (Theory)</b>	<b>No. of Days/ per week class allotted: 3 Days (TUE,THU,FRI)</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. 16.08.24	<b>Introduction ,Syllabus Discussion</b>
	2. 20.08.24	<b>Unit-I :COMMUNICATION : THEORY &amp; PRACTICE</b> <b>1.Basics of communication</b> Introduction ,meaning and definition, process of communication
	3. 22.08.24	Types of communication: Formal and informal, verbal,non-verbal Barriers of communication
	4. 23.08.24	7Cs for effective communication ( Considerate, concrete, concise, clear, complete, correct, courteous)
	5. 27.08.24	Art of effective communication: Choosing words, Voice, Modulation, Clarity, Time, Simplification of words Technical communication
	6. 29.08.24	<b>2.SOFT SKILLS FOR PROFESSIONAL EXCELLENCE</b> Introduction and importance of soft skills and hard skills
	7. 30.08.24	<b>Life skills:</b> Self awareness and self-analysis Applying soft skills across cultures
	8. 03.09.24	<b>CLASS TEST- 2</b>
	9. 05.09.24	<b>3.READING COMPREHENSION</b> An Astrologer's Day by R .K .Narayan Explanation
	10. 06.09.24	End summary Difficult Word meanings Question & Answer
	11. 10.09.24	Explaining Doctor's Word By R.K.Narayan
	12. 12.09.24	End summary and discussion of Doctor's Word.
	13. 13.09.24	<b>Question &amp; Answer</b>
	14. 17.09.24	<b>The Missing Mail by</b> Reading and Explanation

	15. 19.09.24	The Missing Mail Explaining
	16. 20.09.24	Word meaning, chapter analysis
	17. 24.09.24	<b>Question &amp; Answer</b>
	18. 26.09.24	<b>Assignment check.</b>
	19. 27.09.24	<b>CLASS TEST-2</b>
	20. 01.10.24	<b>The Gift of the Magi by O. Henry</b> Reading, explanation
	21. 03.10.24	<b>The Gift of the Magi</b> Text reading, Explanation and word meaning discussion
	22. 04.10.24	<b>Question &amp; Answer Discussion</b>
	23. 15.10.24	<b>Where the Mind is Without Fear</b> by Rabindranath Tagore Text Reading and Explanation
	24. 17.10.24	Question & Answer Discussion
	25. 18.10.24	<b>Stopping by Woods on a Snowy Evening by Robert Frost</b> Text reading, Explanation and Analysis
	26. 22.10.24	<b>Question &amp; Answer</b>
	27. 24.10.24	<b>UNIT 4: Professional Writing</b> Summary and Report writing
	28. 25.10.24	Letter writing: Writing Personal Letter
	29. 29.10.24	Official Letters: Feature and format of: 1- Letter to Principal 2- Letter to Head of Department 3- Librarian and Hostel Superintendent
	30. 01.11.24	Business Letter: Feature, Format and Example of: 1- Letter of Inquiry 2- Letter to place order
	31. 05.11.24	Business Letter: Feature, Format and Example: 3- Letter of Complaint
	32. 07.11.24	Business Letter: Feature, Format and Example of: 4- Letter of Review 5- Letter of Cancellation
	33. 08.11.24	Drafting an e-mail
	34. 12.11.24	Notice
	35. 14.11.24	Filling up different forms such as bank and on-line forms for interview

	36. 15.11.24	Minutes of a meeting
	37. 19.11.24	<b>UNIT 5: Vocabulary and Grammar</b> Introduction to Vocabulary
	38. 21.11.24	Synonym, Antonym
	39. 22.11.24	One Word Substitution, Glossary of Administrative terms
	40. 26.11.24	Parts of Speech
	41. 28.11.24	Active and Passive Voice
	42. 29.11.24	Tenses
	43. 03.12.24	Class Test
	44. 05.12.24	Doubt Clearing
	45. 06.12.24	<b>Revision-1</b>
	46. 10.12.24	<b>Revision-2</b>
	47. 21.11.23	2.Good Communication and Bad Communication
	48. 23.11.23	3.Communication model <ul style="list-style-type: none"> <li>One-way Communication Model and Two-way Communication Model with example</li> </ul>
	49. 24.11.23	4. Process of communication and factors responsible for it <ul style="list-style-type: none"> <li>Sender, Message, Channel, Receiver / Audience, Feedback, Noise, Context</li> </ul>
	50. 28.11.23	<b>B. Professional Communication</b> 1. Meaning of professional communication 2. Types of professional communication
	51. 30.11.23	2.1. Formal or Systematic Communication <ul style="list-style-type: none"> <li>Upward communication (How it takes place, symbol, merits and demerits)</li> <li>Down-ward communication (How it takes place, symbol, merits and demerits)</li> <li>Parallel communication (How it takes place, symbol, merits and demerits)</li> </ul>
	52. 01.12.23	2.2. Informal communication <ul style="list-style-type: none"> <li>Grape vine communication (How it takes place, symbol, merits and demerits)</li> </ul>
	53. 04.12.23	<b>C.Non- Verbal Communication</b> 1.Meaning of nonverbal Communication 2.Different areas of Non-verbal Communication
	54. 05.12.23	<ul style="list-style-type: none"> <li>Kinesics or Body Language (Postures and Gestures, Facial Expression and Eye Contact)</li> </ul>
	55. 07.12.23	<ul style="list-style-type: none"> <li>Proxemics or Spatial Language (Private Space, Personal)</li> </ul>
	56. 08.12.23	<ul style="list-style-type: none"> <li>Language of Signs and Symbols(Audio Sign and Visua</li> </ul>
	57. 11.12.23	