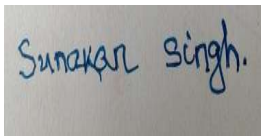


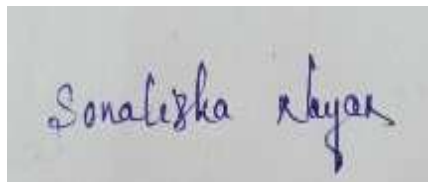
PNS SCHOOL OF ENGINEERING & TECHNOLOGY, MARSHAGHAI
DEPARTMENT OF SCIENCE AND HUMANITIES
LESSON PLAN

DISCIPLINE : MECHANICAL SEMESTER: 2ND SUBJECT: COMMUNICATION SKILLS IN ENGLISH NO.OF DAYS/WEEK CLASS ALLOTTED: 05		NAME OF THE TEACHING FACULTY: MRS SONALISHA NAYAK	
		SEMESTER FROM DATE: 04/02/2025 TO DATE: 17/05/2025 NO OF WEEKS: 9	
WEEK		CLASS DAY	THEORY TOPICS
1st week	Unit-1 Communication: Theory and Practice	1	• Basics of communication: Introduction, meaning and definition, process of communication etc.
		2	• Basics of communication: Introduction, meaning and definition, process of communication etc.
		3	• Types of communication: formal and informal, verbal, non-verbal and written Barriers to effective communication.
		4	• Types of communication: formal and informal, verbal, non-verbal and written Barriers to effective communication.
		5	• 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).
2nd week		6	• 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).
		7	• Art of Effective communication, o Choosing words o Voice o Modulation o Clarity o Time o Simplification of words
		8	• Art of Effective communication, o Choosing words o Voice o Modulation o Clarity o Time o Simplification of words
		9	• Technical Communication.
		10	• Technical Communication.
3rd week	Unit-2 Soft Skills for Professional Excellence	11	• Introduction: Soft Skills and Hard Skills.
		12	• Importance of soft skills.
		13	• Life skills: Self-awareness and Self-analysis, adaptability, resilience, emotional intelligence and empathy etc.
		14	. • Applying soft skills across cultures.
		15	. • Applying soft skills across cultures.
4th week	Unit-3: Reading Comprehension	16	An Astrologer's Day
		17	An Astrologer's Day
		18	The Missing Mail
		19	The Missing Mail
		20	Doctor's Word

5th week	Unit-3: Reading Comprehension	21	Doctor's Word
		22	Stopping by Woods on a Snowy Evening by Robert Frost,
		23	Where the Mind is Without Fear by Rabindranath Tagore,
		24	Where the Mind is Without Fear by Rabindranath Tagore,
		25	The Gift of the Magi.
6th week	Unit-4: Professional Writing	26	The Gift of the Magi.
		27	Summary Writing & Report Writing
		28	Summary Writing & Report Writing
		29	Letters: business and personnel,
30		Letters: business and personnel,	
7th week		31	Drafting e-mail, notices, minutes of a meeting
		32	Drafting e-mail, notices, minutes of a meeting
		33	Drafting e-mail, notices, minutes of a meeting
		34	Filling-up different forms such as banks and on-line forms for placement
		35	Filling-up different forms such as banks and on-line forms for placement
8th week		Unit-5: Vocabulary and Grammar	36
	37		Commonly used administrative terms.
	38		One-word substitution
	39		One-word substitution
	40		Parts of speech,
9th week	41		Active and passive voice,
	42		Active and passive voice,
	43		Tenses
	44		Tenses
	45		Punctuation



Signature of the HOD



Signature of the Teacher

Signature of the Principal

