

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

<b>DISCIPLINE :MECHANICAL</b> <b>SEMESTER: 2ND</b> <b>SUBJECT:COMMUNICATION SKILLS IN ENGLISH</b> <b>NO.OF DAYS/WEEK CLASS ALLOTED: 04</b>			<b>NAME OF THE TEACHING FACULTY: MRS SONALISHA NAYAK</b>
			SEMESTER FROM DATE: 09/01/2026 TO DATE: 08/05/2026 NO OF WEEKS: 17
<b>WEEK</b>		<b>CLASS DAY</b>	<b>THEORY TOPICS</b>
1st week	Unit-1 Communication: Theory and Practice	1	<ul style="list-style-type: none"> <li>• Basics of communication: Introduction, meaning and definition, process of communication etc.</li> </ul>
		2	<ul style="list-style-type: none"> <li>• Basics of communication: Introduction, meaning and definition, process of communication etc.</li> </ul>
		3	<ul style="list-style-type: none"> <li>• Types of communication: formal and informal, verbal, non-verbal and written Barriers to effective communication.</li> </ul>
		4	<ul style="list-style-type: none"> <li>• Types of communication: formal and informal, verbal, non-verbal and written Barriers to effective communication.</li> </ul>
2nd week		5	<ul style="list-style-type: none"> <li>• 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).</li> </ul>
		6	<ul style="list-style-type: none"> <li>• 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).</li> </ul>
		7	<ul style="list-style-type: none"> <li>• Art of Effective communication, o Choosing words o Voice o Modulation o Clarity o Time o Simplification of words</li> </ul>
		8	<ul style="list-style-type: none"> <li>• Art of Effective communication, o Choosing words o Voice o Modulation o Clarity o Time o Simplification of words</li> </ul>
3rd week		9	<ul style="list-style-type: none"> <li>• Technical Communication.</li> </ul>
		10	<ul style="list-style-type: none"> <li>• Technical Communication.</li> </ul>
	Unit-2 Soft Skills for Professional Excellence	11	<ul style="list-style-type: none"> <li>• Introduction: Soft Skills and Hard Skills.</li> </ul>
		12	<ul style="list-style-type: none"> <li>• Importance of soft skills.</li> </ul>
4th week		13	<ul style="list-style-type: none"> <li>• Life skills: Self-awareness and Self-analysis, adaptability, resilience, emotional intelligence and empathy etc.</li> </ul>
		14	<ul style="list-style-type: none"> <li>• Applying soft skills across cultures.</li> </ul>
		15	<ul style="list-style-type: none"> <li>• Applying soft skills across cultures.</li> </ul>
	Reading Comprehension	16	An Astrologers Day

5th week	17	An Astrologers Day
	18	The Missing Mail
	19	The Missing Mail
	20	Doctors Word
6th week	21	Doctors Word
	22	The gift of the Magi
	23	The gift of the Magi
	24	stopping by Woods on a snowy Evening
7th week	25	Where the mind is without Fear
	26	Summary Writing
	27	Report writing
	28	Business letter writing
8th week	29	personnel letter writing
	30	Email writing
	31	Notices Writing
	32	Minutes of a meeting
9th week	33	Filling up different forms such as banks
	34	filling up online forms for placement
	35	Report writing
	36	Vocabulary of commonly used words
10th week	37	Glossary of administrative terms
	38	One-word substitution
	39	One-word substitution
	40	Parts of speech,
11th week	41	active and passive voice,
	42	active and passive voice,
	43	tenses etc
	44	tenses etc
12TH week	45	Punctuation

Sunakar Singh.

Signature of the HOD

Sonalesha Aleya

Signature of the Teacher