

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: 04			NAME OF THE TEACHING FACULTY: MRS SONALISHA NAYAK
			SEMESTER FROM DATE: 09/01/2026 TO DATE: 08/05/2026 NO OF WEEKS: 17
WEEK		CLASS DAY	THEORY TOPICS
1st week	Unit-1 Communicati on: Theory and Practice	1	<ul style="list-style-type: none"> Basics of communication: Introduction, meaning and definition, process of communication etc.
		2	<ul style="list-style-type: none"> Basics of communication: Introduction, meaning and definition, process of communication etc.
		3	<ul style="list-style-type: none"> Types of communication: formal and informal, verbal, non-verbal and written Barriers to effective communication.
		4	<ul style="list-style-type: none"> Types of communication: formal and informal, verbal, non-verbal and written Barriers to effective communication.
2nd week		5	<ul style="list-style-type: none"> 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).
		6	<ul style="list-style-type: none"> 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous).
		7	<ul style="list-style-type: none"> Art of Effective communication, o Choosing words o Voice o Modulation o Clarity o Time o Simplification of words
		8	<ul style="list-style-type: none"> Art of Effective communication, o Choosing words o Voice o Modulation o Clarity o Time o Simplification of words
3rd week		9	<ul style="list-style-type: none"> Technical Communication.
		10	<ul style="list-style-type: none"> Technical Communication.
	Unit-2 Soft Skills for Professional Excellence	11	<ul style="list-style-type: none"> Introduction: Soft Skills and Hard Skills.
		12	<ul style="list-style-type: none"> Importance of soft skills.
4th week		13	<ul style="list-style-type: none"> Life skills: Self-awareness and Self-analysis, adaptability, resilience, emotional intelligence and empathy etc.
		14	<ul style="list-style-type: none"> Applying soft skills across cultures.
		15	<ul style="list-style-type: none"> Applying soft skills across cultures.
	Reading Comprehensi on	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
	Unit-4: Professional Writing	27	Report writing
		28	Business letter writing
		29	personnel letter writing
8th week		30	Email writing
		31	Notices Writing
		32	Minutes of a meeting
		33	Filling up different forms such as banks
9th week		34	filling up online forms for placement
		35	Report writing
	Vocabulary and Grammar	36	Vocabulary of commonly used words
		37	Glossary of administrative terms
10th week		38	One-word substitution
		39	One-word substitution
		40	Parts of speech,
		41	active and passive voice,
11th week		42	active and passive voice,
		43	tenses etc
		44	tenses etc
12TH week		45	Punctuation

Sunakar Singh.

Signature of the HOD

Sonalisha Rana

Signature of the Teacher