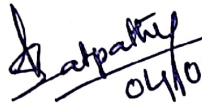


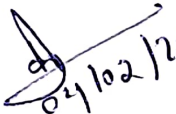
**ACADEMIC LESSON PLAN OF SUMMER 2024-25**  
**COMMUNICATION SKILLS IN ENGLISH/ THEORY - IA**

|                    |                                                                         |                                                                     |                                                                                                                                                  |
|--------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | Department:<br><b>Humanities<br/>and<br/>Sciences</b>                   | Semester:<br><b>2nd</b>                                             | Name of the teaching faculty:<br><b>1.Dr. Bandita Satpathy, Lecturer</b><br><b>2.Swarnaprava Sahoo, Guest Faculty</b>                            |
|                    | Subject:<br><b>Communica<br/>tion Skills<br/>in English/<br/>Theory</b> | <b>Class<br/>allotted:</b><br>No.of days<br>per week:<br>03 periods | <b>Semester:</b><br>From :04 <sup>th</sup> Feb 2025 to 17 <sup>th</sup> May 2025<br><br>No. of weeks:15 weeks                                    |
| <b>Sl.<br/>No.</b> | <b>Week</b>                                                             | <b>Period/ Day</b>                                                  | <b>Topics to be covered:</b>                                                                                                                     |
| 01                 | 1 <sup>st</sup> (04-05 Feb)                                             | 1 <sup>st</sup>                                                     | Complete ideation of the Syllabus                                                                                                                |
|                    |                                                                         | 2 <sup>nd</sup>                                                     | <b>Unit-3: Reading Comprehension</b><br>"An Astrologer's Day" by RK Narayan                                                                      |
| 02                 | 2 <sup>nd</sup> (11-15 Feb)                                             | 1 <sup>st</sup>                                                     | <b>Unit-3: Reading Comprehension</b><br>"An Astrologer's Day" by RK Narayan                                                                      |
| 03                 |                                                                         | 2 <sup>nd</sup>                                                     | <b>Unit-5: (Vocabulary and) Grammar</b><br>• Punctuation                                                                                         |
| 04                 |                                                                         |                                                                     | <b>Unit-5: (Vocabulary and) Grammar</b><br>• Parts of Speech                                                                                     |
| 05                 | 3 <sup>rd</sup> (17-21 Feb)                                             | 1 <sup>st</sup>                                                     | <b>Unit-5: (Vocabulary and) Grammar</b><br>• Tenses                                                                                              |
| 06                 |                                                                         | 2 <sup>nd</sup>                                                     | <b>Unit-5: (Vocabulary and) Grammar</b><br>• Tenses                                                                                              |
| 07                 |                                                                         |                                                                     | <b>Unit-1 Communication: Theory and Practice</b><br>• Basics of communication: Introduction, meaning and definition                              |
| 08                 | 4 <sup>th</sup> (24 Feb-01 March)                                       | 1 <sup>st</sup>                                                     | <b>Unit-1 Communication: Theory and Practice</b><br>• Basics of Communication: Process of communication                                          |
| 09                 |                                                                         | 2 <sup>nd</sup>                                                     | <b>Unit-1 Communication: Theory and Practice</b><br>• Types of communication:<br>1. Formal and informal                                          |
| 10                 |                                                                         | 3 <sup>rd</sup>                                                     | <b>Unit-1 Communication: Theory and Practice</b><br>• Types of communication:<br>2. Verbal, non-verbal<br>3. Barriers to effective communication |
| 11                 | 5 <sup>th</sup> (03-07 Mar)                                             | 1 <sup>st</sup>                                                     | <b>Unit-5: (Vocabulary and) Grammar</b><br>• Active and Passive voice                                                                            |
| 12                 |                                                                         | 2 <sup>nd</sup>                                                     | <b>Unit-5: (Vocabulary and) Grammar</b><br>• Active and Passive voice                                                                            |
| 13                 |                                                                         | 3 <sup>rd</sup>                                                     | <b>Unit-5: (Vocabulary and) Grammar</b><br>• Revision                                                                                            |
| 14                 | 6 <sup>th</sup> (10-13 Mar)                                             | 1 <sup>st</sup>                                                     | <b>Unit-1 Communication: Theory and Practice</b><br>• 7 Cs for effective communication<br>1. considerate,                                        |

|    |                              |                 |                                                                                                                                                                                                                                                                                                                                                  |
|----|------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                              |                 | 2. concrete,<br>3. concise,<br>4. clear,<br>5. complete,<br>6. correct,<br>7. courteous                                                                                                                                                                                                                                                          |
| 15 |                              | 2 <sup>nd</sup> | <b>Unit-1 Communication: Theory and Practice</b> <ul style="list-style-type: none"> <li>7 Cs for effective communication             <ol style="list-style-type: none"> <li>1. considerate,</li> <li>2. concrete,</li> <li>3. concise,</li> <li>4. clear,</li> <li>5. complete,</li> <li>6. correct</li> <li>7. courteous</li> </ol> </li> </ul> |
| 16 |                              | 3 <sup>rd</sup> | <b>Unit-1 Communication: Theory and Practice</b> <ul style="list-style-type: none"> <li>Art of Effective communication             <ol style="list-style-type: none"> <li>1. Choosing word</li> <li>2. Voice</li> <li>3. Modulation</li> <li>4. Clarity</li> <li>5. Time</li> <li>6. Simplification of Words</li> </ol> </li> </ul>              |
| 17 | 7 <sup>th</sup> (17-21 Mar)  | 1 <sup>st</sup> | <b>Unit-1 Communication: Theory and Practice</b> <ul style="list-style-type: none"> <li>Technical Communication</li> </ul>                                                                                                                                                                                                                       |
| 18 |                              | 2 <sup>nd</sup> | <b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"The Missing Mail" by RK Narayan</li> </ul>                                                                                                                                                                                                                          |
| 19 |                              | 3 <sup>rd</sup> | <b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"The Missing Mail" by RK Narayan</li> </ul>                                                                                                                                                                                                                          |
| 20 | 8 <sup>th</sup> (24-29 Mar)  | 1 <sup>st</sup> | <b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>Summary writing: Format, example</li> </ul>                                                                                                                                                                                                                           |
| 22 |                              | 2 <sup>nd</sup> | <b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>Report writing: Format, example</li> </ul>                                                                                                                                                                                                                            |
| 23 |                              | 3 <sup>rd</sup> | <b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>Report writing: More examples</li> </ul>                                                                                                                                                                                                                              |
| 24 | 9 <sup>th</sup> (02-05 Apr)  | 1 <sup>st</sup> | <b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"The Doctor's Word" by RK Narayan</li> </ul>                                                                                                                                                                                                                         |
| 25 |                              | 2 <sup>nd</sup> | <b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"The Doctor's Word" by RK Narayan</li> </ul>                                                                                                                                                                                                                         |
| 26 |                              | 3 <sup>rd</sup> | <b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>Letters: Business: Format, features, examples</li> </ul>                                                                                                                                                                                                              |
| 27 | 10 <sup>th</sup> (07-11 Apr) | 1 <sup>st</sup> | <b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>Letters: Business: More examples</li> </ul>                                                                                                                                                                                                                           |
| 28 |                              | 2 <sup>nd</sup> | <b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>Letters: Personal: format, feature, examples</li> </ul>                                                                                                                                                                                                               |
| 29 |                              | 3 <sup>rd</sup> | <b>Unit-4: Professional Writing</b> <ul style="list-style-type: none"> <li>Drafting e-mail, notices, Minutes of a Meeting</li> </ul>                                                                                                                                                                                                             |
| 30 | 11 <sup>th</sup> (15-19 Apr) | 1 <sup>st</sup> | <b>Unit-4: Professional Writing</b>                                                                                                                                                                                                                                                                                                              |

|    |                                  |                 |                                                                                                                                                                                          |
|----|----------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                  |                 | <ul style="list-style-type: none"> <li>Filling-up different forms such as banks and on-line forms for placement, Drafting e-mail, notices, Minutes of a Meeting</li> </ul>               |
| 31 |                                  | 2 <sup>nd</sup> | <b>Unit-2 Soft Skills for Professional Excellence</b> <ul style="list-style-type: none"> <li>Introduction: Soft Skills and Hard Skills</li> </ul>                                        |
| 32 |                                  | 3 <sup>rd</sup> | <b>Unit-2 Soft Skills for Professional Excellence</b> <ul style="list-style-type: none"> <li>Importance of Soft Skills</li> <li>Life Skills: Self-awareness and Self-analysis</li> </ul> |
| 33 | 12 <sup>th</sup> (21-25 Apr)     | 1 <sup>st</sup> | <b>Unit-2 Soft Skills for Professional Excellence</b> <ul style="list-style-type: none"> <li>Applying Soft Skills across cultures</li> </ul>                                             |
|    |                                  | 2 <sup>nd</sup> | <b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"The Gift of Magi" by O' Henry</li> </ul>                                                                    |
| 34 |                                  | 3 <sup>rd</sup> | <b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"The Gift of Magi" by O' Henry</li> </ul>                                                                    |
| 35 | 13 <sup>th</sup> (28 Apr-03 May) | 1 <sup>st</sup> | <b>Unit-5: Vocabulary (and Grammar)</b> <ul style="list-style-type: none"> <li>Vocabulary of commonly used words</li> <li>One-word substitution</li> </ul>                               |
| 36 |                                  | 2 <sup>nd</sup> | <b>Unit-5: Vocabulary (and Grammar)</b> <ul style="list-style-type: none"> <li>One-word substitution</li> </ul>                                                                          |
| 37 |                                  | 3 <sup>rd</sup> | <b>Unit-5: Vocabulary (and Grammar)</b> <ul style="list-style-type: none"> <li>Commonly used administrative terms in English</li> </ul>                                                  |
| 38 | 14 <sup>th</sup> (05-09 May)     | 1 <sup>st</sup> | <b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"Stopping By woods On A Snowy Evening" by Robert Frost</li> </ul>                                            |
| 39 |                                  | 2 <sup>nd</sup> | <b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"Stopping By woods On A Snowy Evening" by Robert Frost</li> </ul>                                            |
| 41 |                                  | 3 <sup>rd</sup> | <b>Unit-3: Reading Comprehension</b> <ul style="list-style-type: none"> <li>"Where the Mind is Without Fear" by Rabindra Nath Tagore</li> </ul>                                          |
| 42 | 15 <sup>th</sup> (13-17 May)     | 1 <sup>st</sup> | Revision from examination point of view<br>Unit-I                                                                                                                                        |
| 43 |                                  | 2 <sup>nd</sup> | Revision from examination point of view<br>Unit-II and IV                                                                                                                                |
| 44 |                                  | 3 <sup>rd</sup> | Revision from examination point of view<br>Unit-III and V                                                                                                                                |

  
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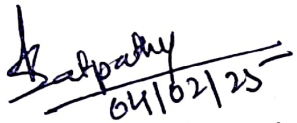
  
 04/02/25  
 Asst. Academic Coordinator

**ACADEMIC LESSON PLAN OF SUMMER 2024-25**  
**COMMUNICATION SKILLS IN ENGLISH / PRACTICAL - IA**

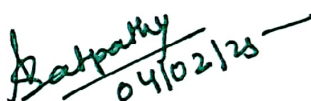
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|--------------------|----------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | Department:<br><b>Humanities<br/>and<br/>Sciences</b>                      | Semester:<br><b>2nd</b>                                             | Name of the teaching faculty:<br><b>1.Dr. Bandita Satpathy, Lecturer</b><br><b>2.Swarnaprava Sahoo, Guest Faculty</b>                                                                                                                                |
|                    | Subject:<br><b>Communica<br/>tion Skills<br/>in English/<br/>Practical</b> | <b>Class<br/>allotted:</b><br>No.of days<br>per week:<br>04 periods | <b>Semester:</b><br>From : From :04 <sup>th</sup> Feb 2025 to 17 <sup>th</sup> May 2025<br>No. of weeks:15 weeks                                                                                                                                     |
| <b>Sl.<br/>No.</b> | <b>Week</b>                                                                | <b>Period/ Day</b>                                                  | <b>Topics to be covered:</b>                                                                                                                                                                                                                         |
| 01                 | 1 <sup>st</sup>                                                            | 1 <sup>st</sup> & 2 <sup>nd</sup>                                   | Complete ideation of the Syllabus                                                                                                                                                                                                                    |
| 02                 | 2 <sup>nd</sup>                                                            | 1 <sup>st</sup> & 2 <sup>nd</sup>                                   | 4Ss of Language Learning<br><b>Unit 1 : Listening Skills</b><br>Basic idea, importance                                                                                                                                                               |
| 03                 |                                                                            | 3 <sup>rd</sup> & 4 <sup>th</sup>                                   | <b>Unit 1 : Listening Skills</b><br>Listening Process and Practice:<br>Introduction to recorded lectures, poems, interviews and speeches,<br>listening tests                                                                                         |
| 04                 | 3 <sup>rd</sup>                                                            | 1 <sup>st</sup> & 2 <sup>nd</sup>                                   | <b>Unit 1 : Listening Skills</b><br>Listening Process and Practice:<br>Introduction to recorded lectures, poems, interviews and speeches,<br>listening tests                                                                                         |
| 05                 |                                                                            | 3 <sup>rd</sup> & 4 <sup>th</sup>                                   | <b>Unit III : Speaking Skills</b><br>Basic idea, importance                                                                                                                                                                                          |
| 06                 | 4 <sup>th</sup>                                                            | 1 <sup>st</sup> & 2 <sup>nd</sup>                                   | <b>Unit III : Speaking Skills</b><br>Standard and formal speech:<br><ul style="list-style-type: none"> <li>• Meaning</li> <li>• Basic idea of different speech practices</li> <li>• Sample presentation on every day topic by the teacher</li> </ul> |
| 07                 |                                                                            | 3 <sup>rd</sup> & 4 <sup>th</sup>                                   | <b>Unit III : Speaking Skills</b><br>Standard and formal speech Practice:<br><b>1.Oral Presentations</b> <ul style="list-style-type: none"> <li>• Guide-lines for effective Oral Presentation</li> <li>• Individual presentation practice</li> </ul> |
| 08                 | 5 <sup>th</sup>                                                            | 1 <sup>st</sup> & 2 <sup>nd</sup>                                   | <b>Unit III : Speaking Skills</b><br>Oral Presentation Practice                                                                                                                                                                                      |
| 09                 |                                                                            | 3 <sup>rd</sup> & 4 <sup>th</sup>                                   | <b>Unit II : Introduction to Phonetics</b><br><b>Sounds:</b><br>Basic idea of Consonant, Vowel, Diphthongs, Transcription of Words<br>(IPA), weak forms, syllable division, word stress, intonation, voice                                           |
| 10                 | 8 <sup>th</sup>                                                            | 1 <sup>st</sup> & 2 <sup>nd</sup>                                   | <b>Unit II : Introduction to Phonetics</b><br><b>Sound Practice:</b><br>Consonant, Vowel, Diphthongs                                                                                                                                                 |

|    |                  |                                   |                                                                                                                                                                                                                                                                            |
|----|------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11 |                  | 3 <sup>rd</sup> & 4 <sup>th</sup> | Unit II : Introduction to Phonetics<br>Sound Practice:<br>Transcription of Words (IPA)                                                                                                                                                                                     |
| 12 | 9 <sup>th</sup>  | 1 <sup>st</sup> & 2 <sup>nd</sup> | Unit II : Introduction to Phonetics<br>Sound Practice:<br>Transcription of Words (IPA)                                                                                                                                                                                     |
| 13 |                  | 3 <sup>rd</sup> & 4 <sup>th</sup> | Unit II : Introduction to Phonetics<br>Sound Practice:<br>Weak forms, syllable division, word stress, Intonation, voice                                                                                                                                                    |
| 14 | 10 <sup>th</sup> | 1 <sup>st</sup> & 2 <sup>nd</sup> | Unit III : Speaking Skills<br>Standard and formal speech Practice:<br>2. Self Introduction <ul style="list-style-type: none"> <li>• Guide lines for effective self introduction</li> <li>• Self introduction practice in different situation</li> </ul>                    |
| 15 |                  | 3 <sup>rd</sup> & 4 <sup>th</sup> | Unit III : Speaking Skills<br>Standard and formal speech Practice:<br>2. Self Introduction <ul style="list-style-type: none"> <li>• Self introduction practice in different situation</li> </ul>                                                                           |
| 16 | 11 <sup>th</sup> | 1 <sup>st</sup> & 2 <sup>nd</sup> | Unit III : Speaking Skills<br>Standard and formal speech Practice:<br>3. Conversation practice <ul style="list-style-type: none"> <li>• What is effective conversation</li> <li>• Guidelines to develop effective conversation</li> <li>• Conversation practice</li> </ul> |
| 17 |                  | 3 <sup>rd</sup> & 4 <sup>th</sup> | Unit III : Speaking Skills<br>Standard and formal speech Practice:<br>3. Conversation practice <ul style="list-style-type: none"> <li>• Conversation practice</li> </ul>                                                                                                   |
| 18 | 12 <sup>th</sup> | 1 <sup>st</sup> & 2 <sup>nd</sup> | Unit III : Speaking Skills<br>Standard and formal speech:<br>4. Role play <ul style="list-style-type: none"> <li>• Meaning, importance</li> <li>• Guidelines to make role play effective</li> <li>• Sample role play</li> </ul>                                            |
| 19 |                  | 3 <sup>rd</sup> & 4 <sup>th</sup> | Unit III : Speaking Skills<br>Standard and formal speech:<br>4. Role play <ul style="list-style-type: none"> <li>• Role play practice</li> </ul>                                                                                                                           |
| 20 | 13 <sup>th</sup> | 1 <sup>st</sup> & 2 <sup>nd</sup> | Unit III : Speaking Skills<br>Standard and formal speech:<br>5. Group Discussion <ul style="list-style-type: none"> <li>• Meaning, Necessity, purpose</li> <li>• Personality Traits to be judged during GD</li> <li>• GD etiquette</li> <li>• Sample GD</li> </ul>         |
| 21 |                  | 3 <sup>rd</sup> & 4 <sup>th</sup> | Unit III : Speaking Skills<br>Standard and formal speech:<br>5. Group Discussion <ul style="list-style-type: none"> <li>• GD practice</li> </ul>                                                                                                                           |

|    |                  |                                   |                                                                                                                                                                                                                                                                                                                                          |
|----|------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22 | 14 <sup>th</sup> | 1 <sup>st</sup> & 2 <sup>nd</sup> | <b>Unit III : Speaking Skills</b><br>Standard and formal speech:<br><b>5.Group Discussion</b> <ul style="list-style-type: none"> <li>• GD practice</li> </ul>                                                                                                                                                                            |
| 23 |                  | 3 <sup>rd</sup> & 4 <sup>th</sup> | <b>Unit III : Speaking Skills</b><br>Standard and formal speech:<br><b>6.Public Speech</b> <ul style="list-style-type: none"> <li>• Meaning, Importance</li> <li>• Personality Traits</li> <li>• Sample Public Speech and practice</li> </ul>                                                                                            |
| 24 | 15 <sup>th</sup> | 1 <sup>st</sup> & 2 <sup>nd</sup> | <b>Unit III : Speaking Skills</b><br>Standard and formal speech:<br><b>6.Public Speech</b> <ul style="list-style-type: none"> <li>• Public Speech practice</li> </ul>                                                                                                                                                                    |
| 25 |                  | 3 <sup>rd</sup> & 4 <sup>th</sup> | <b>Unit III : Speaking Skills</b><br>Standard and formal speech:<br><b>7.Business Presentations</b> <ul style="list-style-type: none"> <li>• Meaning, Concept, Effective business presentations</li> <li>• Personality traits</li> <li>• Use of audio-visual aids and AI</li> <li>• Sample business presentation and practice</li> </ul> |

  
 Faculty (ies)  
 04/02/25  
 SB 04-2-25-

  
 (HOD)  
 04/02/25

  
 Asst. Academic Coordinator  
 04/02/25