

ACADEMIC LESSON PLAN OF WINTER 2024-25

COMMUNICATION SKILLS IN ENGLISH/ THEORY - IA

	Department: Humanities and Sciences	Semester: 1st	Name of the teaching faculty: 1.Dr. Bandita Satpathy, Lecturer 2.Swarnaprava Sahoo, Guest Faculty
	Subject: Communica tion Skills in English/ Theory	Class allotted: No.of days per week: 03 periods	Semester: From :16 th Aug 2024 to 24 th Dec 2024 No. of weeks:15 weeks
Sl. No.	Week	Period/ Day	Topics to be covered:
01	1 st	1 st	Complete ideation of the Syllabus
		2 nd	Unit-3: Reading Comprehension "An Astrologer's Day" by RK Narayan
02	2 nd	1 st	Unit-3: Reading Comprehension "An Astrologer's Day" by RK Narayan
03		2 nd	Unit-5: (Vocabulary and) Grammar • Punctuation
04			Unit-5: (Vocabulary and) Grammar • Parts of Speech
05	3 rd	1 st	Unit-5: (Vocabulary and) Grammar • Tenses
06		2 nd	Unit-5: (Vocabulary and) Grammar • Tenses
07			Unit-1 Communication: Theory and Practice • Basics of communication: Introduction, meaning and definition
08	4 th	1 st	Unit-1 Communication: Theory and Practice • Basics of Communication: Process of communication
09		2 nd	Unit-1 Communication: Theory and Practice • Types of communication: 1.Formal and informal
10		3 rd	Unit-1 Communication: Theory and Practice • Types of communication: 2.Verbal, non-verbal 3.Barriers to effective communication
11	5 th	1 st	Unit-5: (Vocabulary and) Grammar • Active and Passive voice
12		2 nd	Unit-5: (Vocabulary and) Grammar • Active and Passive voice
13		3 rd	Unit-5: (Vocabulary and) Grammar • Revision
14	6 th	1 st	Unit-1 Communication: Theory and Practice

			7 Cs for effective communication 1. considerate, 2. concrete, 3. concise, 4. clear, 5. complete, 6. correct, 7. courteous
15		2 nd	Unit-1 Communication: Theory and Practice 7 Cs for effective communication 1. considerate, 2. concrete, 3. concise, 4. clear, 5. complete, 6. correct 7. courteous
16		3 rd	Unit-1 Communication: Theory and Practice - Art of Effective communication 1. Choosing word 2. Voice 3. Modulation 4. Clarity 5. Time 6. Simplification of Words
17	7 th	1 st	Unit-1 Communication: Theory and Practice Technical Communication
18		2 nd	Unit-3: Reading Comprehension "The Missing Mail" by RK Narayan
19		3 rd	Unit-3: Reading Comprehension "The Missing Mail" by RK Narayan
20	8 th	1 st	Unit-4: Professional Writing Summary writing: Format, example
22		2 nd	Unit-4: Professional Writing Report writing: Format, example
23		3 rd	Unit-4: Professional Writing Report writing: More examples
24	9 th	1 st	Unit-3: Reading Comprehension "The Doctor's Word" by RK Narayan
25		2 nd	Unit-3: Reading Comprehension "The Doctor's Word" by RK Narayan
26		3 rd	Unit-4: Professional Writing Letters: Business: Format, features, examples
27	10 th	1 st	Unit-4: Professional Writing Letters: Business: More examples
28		2 nd	Unit-4: Professional Writing Letters: Personal: format, feature, examples
29		3 rd	Unit-4: Professional Writing Drafting e-mail, notices, Minutes of a Meeting

30	11 th	1 st	Unit-4: Professional Writing Filling-up different forms such as banks and on-line forms for placement, Drafting e-mail, notices, Minutes of a Meeting
31		2 nd	Unit-2 Soft Skills for Professional Excellence Introduction: Soft Skills and Hard Skills
32		3 rd	Unit-2 Soft Skills for Professional Excellence - Importance of Soft Skills - Life Skills: Self-awareness and Self-analysis
33	12 th	1 st	Unit-2 Soft Skills for Professional Excellence Applying Soft Skills across cultures
		2 nd	Unit-3: Reading Comprehension "The Gift of Magi" by O' Henry
34		3 rd	Unit-3: Reading Comprehension "The Gift of Magi" by O' Henry
35	13 th	1 st	Unit-5: Vocabulary (and Grammar) - Vocabulary of commonly used words - One-word substitution
36		2 nd	Unit-5: Vocabulary (and Grammar) One-word substitution
37		3 rd	Unit-5: Vocabulary (and Grammar) Commonly used administrative terms in English
38	14 th	1 st	Unit-3: Reading Comprehension "Stopping By woods On A Snowy Evening" by Robert Frost
39		2 nd	Unit-3: Reading Comprehension "Stopping By woods On A Snowy Evening" by Robert Frost
41		3 rd	Unit-3: Reading Comprehension "Where the Mind is Without Fear" by Rabindra Nath Tagore
42	15 th	1 st	Revision from examination point of view Unit-I
43		2 nd	Revision from examination point of view Unit-II and IV
44		3 rd	Revision from examination point of view Unit-III and V

B. B. Patthy
16/08/24
SB
16-8-24
Faculty (ies)

[Signature]
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(HOD)

B. B. Patthy
16/08/24
Asst. Academic Coordinator

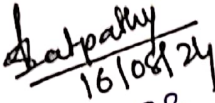
ACADEMIC LESSON PLAN OF WINTER 2024-25

COMMUNICATION SKILLS IN ENGLISH / PRACTICAL - IA

	Department: Humanities and Sciences	Semester: 1st	Name of the teaching faculty: Dr. Bandita Satpathy, Lecturer Swarnaprava Sahoo, GF
	Subject: Communica tion Skills in English/ Practical	Class allotted: No.of days per week: 04 periods	Semester: From : From : 16 th Aug 2024 to 24 th Dec 2024 No. of weeks:15 weeks
Sl. No.	Week	Period/ Day	Topics to be covered:
01	1 st	1 st & 2 nd	Complete ideation of the Syllabus
02	2 nd	1 st & 2 nd	4Ss of Language Learning Unit 1 : Listening Skills Basic idea, importance
03		3 rd & 4 th	Unit 1 : Listening Skills Listening Process and Practice: Introduction to recorded lectures, poems, interviews and speeches, listening tests
04	3 rd	1 st & 2 nd	Unit 1 : Listening Skills Listening Process and Practice: Introduction to recorded lectures, poems, interviews and speeches, listening tests
05		3 rd & 4 th	Unit III : Speaking Skills Basic idea, importance
06	4 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: • Meaning • Basic idea of different speech practices • Sample presentation on every day topic by the teacher
07		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech Practice: 1.Oral Presentations • Guide-lines for effective Oral Presentation • Individual presentation practice
08	5 th	1 st & 2 nd	Unit III : Speaking Skills Oral Presentation Practice
09		3 rd & 4 th	Unit II : Introduction to Phonetics Sounds: Basic idea of Consonant, Vowel, Diphthongs, Transcription of Words (IPA), weak forms, syllable division, word stress, intonation, voice
10	8 th	1 st & 2 nd	Unit II : Introduction to Phonetics

			Sound Practice: Consonant, Vowel, Diphthongs
11		3 rd & 4 th	Unit II : Introduction to Phonetics Sound Practice: Transcription of Words (IPA)
12	9 th	1 st & 2 nd	Unit II : Introduction to Phonetics Sound Practice: Transcription of Words (IPA)
13		3 rd & 4 th	Unit II : Introduction to Phonetics Sound Practice: Weak forms, syllable division, word stress, Intonation, voice
14	10 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech Practice: 2. Self Introduction • Guide lines for effective self introduction • Self introduction practice in different situation
15		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech Practice: 2. Self Introduction • Self introduction practice in different situation
16	11 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech Practice: 3. Conversation practice • What is effective conversation • Guidelines to develop effective conversation • Conversation practice
17		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech Practice: 3. Conversation practice • Conversation practice
18	12 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: 4. Role play • Meaning, importance • Guidelines to make role play effective • Sample role play
19		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech: 4. Role play • Role play practice
20	13 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: 5. Group Discussion • Meaning, Necessity, purpose • Personality Traits to be judged during GD • GD etiquette • Sample GD
21		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech:

			5.Group Discussion GD practice
22	14 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: 5.Group Discussion GD practice
23		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech: 6.Public Speech - Meaning, Importance - Personality Traits - Sample Public Speech and practice
24	15 th	1 st & 2 nd	Unit III : Speaking Skills Standard and formal speech: 6.Public Speech Public Speech practice
25		3 rd & 4 th	Unit III : Speaking Skills Standard and formal speech: 7.Business Presentations - Meaning, Concept, Effective business presentations - Personality traits - Use of audio-visual aids and AI - Sample business presentation and practice


 16/08/24
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 Faculty (ies)


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 Asst. Academic Coordinator