

ACADEMIC LESSON PLAN OF WINTER 2025-26
COMMUNICATION SKILLS IN ENGLISH/ THEORY 1A

Department: Humanities and Science		Semester: 2 nd Semester	Name of the Faculty: Shri K Satyanarayan Achary, Lecturer in English (St. I)
Subject: Communication Skills in English/ Theory		Class allotted: No. of days per Week: 03 periods	Semester From 9 th Jan. 2026 to 8 th May 2026 No. of Weeks: 17 Weeks
Sl. No.	Week	Period/Day	Topics to be Covered:
01.	1 st	1 st	Complete Ideation of the Syllabus
02		2 nd	Unit 3: Reading Comprehension • “An Astrologer’s Day” by RK Narayan
03		3 rd	Unit 3: Reading Comprehension • “An Astrologer’s Day” by RK Narayan
04	2 nd	1 st	Unit 5: Vocabulary and Grammar • Parts of Speech & Practice
05		2 nd	Unit 5: Vocabulary and Grammar • Punctuation Marks & Practice
06		3 rd	Unit 1: Communication: Theory and Practice • Basics of Communication: Introduction, Meaning and Definition • Features, Objectives, Components
07	3 rd	1 st	Unit 1: Communication: Theory and Practice • Basics of Communication: Process, Stages & Factors of Communication and its Basic Model
08		2 nd	Unit 4: Professional Writing • Summary Writing (Format and Example)
09		3 rd	Unit 4: Professional Writing • Report Writing (Format and Example)
10	4 th	1 st	Unit 4: Professional Writing • Working with Summary & Report Writing
11		2 nd	Unit 2: Soft Skills for Professional Excellence • Introduction (Soft Skills and Hard Skills) • Features, Importance and Acquisition
12		3 rd	Unit 3: Reading Comprehension • “The Missing Mail” by RK Narayan
13	5 th	1 st	Unit 3: Reading Comprehension • “The Missing Mail” by RK Narayan
14		2 nd	Unit 5: Vocabulary and Grammar

			Working With Tenses (Present Tense)
15		3 rd	Unit 5: Vocabulary and Grammar Working With Tenses (Past Tense)
16	6 th	1 st	Unit 5: Vocabulary and Grammar Working With Tenses (Future Time)
17		2 nd	Unit 1: Communication: Theory and Practice Types of Communication (Formal and Informal)
18		3 rd	Unit 1: Communication: Theory and Practice Types of Communication (Verbal and Non-verbal)
19	7 th	1 st	Unit 4: Professional Writing Email Drafting and Practice
20		2 nd	Unit 4: Professional Writing Notice Drafting and Practice
21		3 rd	Unit 2: Soft Skills for Professional Excellence - Life Skills and its Components - Self- Awareness and Self- Analysis
22	8 th	1 st	Unit 3: Reading Comprehension “The Doctor’s Word” by RK Narayan
23		2 nd	Unit 3: Reading Comprehension “The Doctor’s Word” by RK Narayan
24		3 rd	Unit 5: Vocabulary and Grammar Voice Change (Active to Passive)
25	9 th	1 st	Unit 5: Vocabulary and Grammar Voice Change (Active to Passive)
26		2 nd	Unit 1: Communication: Theory and Practice The Art (7 Cs) of Effective Communication
27		3 rd	Unit 1: Communication: Theory and Practice Barriers to Effective Communication
28	10 th	1 st	Unit 4: Professional Writing Letter Writing (Business Letters)
29		2 nd	Unit 4: Professional Writing Letter Writing (Business Letters)
30		3 rd	Unit 2: Soft Skills for Professional Excellence Role of Soft Skills in Personality Develop.
31	11 th	1 st	Unit 2: Soft Skills for Professional Excellence Applying Soft Skills Across Culture
32		2 nd	Unit 3: Reading Comprehension “Stopping By Woods on a Snowy Evening” by Robert Frost
33		3 rd	Unit 5: Vocabulary and Grammar

			Administrative Vocabulary
34	12 th	1 st	Unit 5: Vocabulary and Grammar Vocabulary of Commonly Used Administrative Terminologies
35		2 nd	Unit 1: Communication: Theory and Practice Technical Communication: Meaning and Features
36		3 rd	Unit 4: Professional Writing Letter Writing (Personal Letters)
37	13 th	1 st	Unit 4: Professional Writing Letter Writing (Personal Letters)
38		2 nd	Unit 3: Reading Comprehension "The Gift of the Magi" by O' Henry
39		3 rd	Unit 3: Reading Comprehension "The Gift of the Magi" by O' Henry
40	14 th	1 st	Unit 5: Vocabulary and Grammar Vocabulary of Commonly Used Administrative Terminologies
41		2 nd	Unit 3: Reading Comprehension "Where the Mind is Without Fear" by R. N. Tagore
42		3 rd	REVISION FOR SEMESTER EXAMINATION Unit 1: Communication: Meaning and Process
43	15 th	1 st	Unit 2: Soft Skills, Hard Skills & Life Skills
44		2 nd	Unit 3: Reading Comprehension
45		3 rd	Unit 4: Professional Writing Skills
46	16 th	1 st	Unit 5: Vocabulary and Grammar
47		2 nd	Unit 1: Communication: Meaning and Process
48		3 rd	Unit 2: Soft Skills, Hard Skills & Life Skills
49	17 th	1 st	Unit 2: Soft Skills, Hard Skills & Life Skills
50		2 nd	Unit 2: Soft Skills, Hard Skills & Life Skills
51		3 rd	Unit 2: Soft Skills, Hard Skills & Life Skills



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	Department: Humanities and Science	Semester: 2 nd Semester	Name of the Faculty: Shri K Satyanarayan Achary, Lecturer in English (St. I)
	Subject: Communication Skills in English/ Theory	Class allotted: No. of days per Week: 02 periods (2 Hrs Each)	Semester From 9 th Jan. 2026 to 8 th May 2026 No. of Weeks: 17 Weeks
Sl. No.	Week	Period/ Day	Topics to be Covered:
01.	1 st	1 st	Complete Ideation of the Syllabus
02		2 nd	4s of Language Learning
03	2 nd	1 st	Unit 1: Listening Skill • Meaning, Process & Stages of Listening
04		2 nd	Unit 1: Working With Listening Skill • Listening Comprehension: Recorded Lectures and Interviews
05	3 rd	1 st	Unit 1: Working With Listening Skill • Listening Comprehension: Poems, Songs and Stories
06		2 nd	Unit 1: Working With Listening Skill • Listening to Documentary Movies
07	4 th	1 st	Unit 2: Introduction to Phonetics • Introduction to the Sounds of English
08		2 nd	Unit 2: Introduction to Phonetics • Introduction to IPA, Vowels, Consonants and Diphthongs
09	5 th	1 st	Unit 2: Introduction to Phonetics • Introduction to IPA, Vowels, Consonants and Diphthongs
10		2 nd	Unit 2: Introduction to Phonetics • Introduction to IPA, Vowels, Consonants and Diphthongs
11	6 th	1 st	Unit 2: Working With Phonetics • Transcription of Words using IPA
12		2 nd	Unit 2: Working With Phonetics • Transcription of Words using IPA
13	7 th	1 st	Unit 2: Syllable, Stress and Intonation • Syllable: Introduction, Types and Division
14		2 nd	Unit 2: Syllable, Stress and Intonation • Stress: Introduction & Types

15	8 th	1 st	Unit 2: Syllable, Stress and Intonation • Intonation & Tone: Meaning and Types
16		2 nd	Unit 2: Syllable, Stress and Intonation • Working with Stress & Intonation
17	9 th	1 st	Unit 3: Speaking Skill • Introduction and the Basics
18		2 nd	Unit 3: Speaking Skill • Introduction and the Basics
19	10 th	1 st	Unit 3: Speaking Skill • Guidelines for Effective Oral Presentation
20		2 nd	Unit 3: Speaking Skill • Voice Modulation and other Paralinguistics
21	11 th	1 st	Unit 3: Speaking Skill • Self-introduction
22		2 nd	Unit 3: Speaking Skill • Self-introduction
23	12 th	1 st	Unit 3: Speaking Skill • Group Discussion/ Role Play
24		2 nd	Unit 3: Speaking Skill • Group Discussion/ Role Play
25	13 th	1 st	Unit 3: Speaking Skill • Mock Interview 1
26		2 nd	Unit 3: Speaking Skill • Mock Interview 2
27	14 th	1 st	Unit 3: Speaking Skill • Introduction to Public Speaking / Presentation
28		2 nd	Unit 3: Speaking Skill • Practice in Public Speaking / Presentation
29	15 th	1 st	Unit 3: Speaking Skill • Practice in Public Speaking / Presentation
30		2 nd	Unit 3: Speaking Skill • Practice in Public Speaking / Presentation
31	16 th	1 st	Sessional Assessment 1
32		2 nd	Sessional Assessment 2
33	17 th	1 st	Sessional Assessment 3
34		2 nd	Sessional Assessment 4



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