

ACADEMIC LESSON PLAN OF SUMMER 2026-27
COMMUNICATION SKILLS IN ENGLISH/ THEORY / Th.1A

Department: Humanities and Science		Semester: 1st Semester	Name of the Faculty: Shri K Satyanarayan Achary, Lecturer in English (St. I)
Subject: Communication Skills in English/ Theory		Classes Allotted: No. of days per Week: 02 periods	Semester From 17 th August 2026 to 17 th April 2026 No. of Weeks: 32 Weeks
Sl. No.	Week	Period/Day	Topics to be Covered:
01.	1st	1 st	Complete Ideation of the Syllabus
02		2 nd	<u>Unit 1 (Communication Theory and Practice)</u> Unit 1: Ch. 1.1 & 1.2 Basics of Communication: Meaning, Process and Model of Communication
03	2nd	3 rd	Unit 1: Ch. 1.3 Types of Communication: Formal and Informal Form of Communication
04		4 th	Unit 1: Ch. 1.3 Types of Communication: Formal and Informal Form of Communication
05	3rd	5 th	Unit 1: Ch. 1.3 Types of Communication: Verbal & Non-verbal Form of Communication
06		6 th	Unit 1: Ch. 1.3 Types of Communication: Verbal & Non-verbal Form of Communication
07	4th	7 th	Unit 5: Ch. 5.1 Vocabulary of Commonly Used Words
08		8 th	Unit 1: Ch. 1.4 Barriers to the Process of Communication Definition, Types and Ways to Overcome
09	5th	9 th	Unit 1: Ch. 1.4 Barriers to the Process of Communication Definition, Types and Ways to Overcome
10		10 th	Unit 5: Ch. 5.2 Vocabulary of Commonly Used Administrative Terms and Terminologies
11	6th	11 th	Unit 1: Ch. 1.5 7Cs of Effective Communication: Definition, Role and Application
12		12 th	Unit 1: Ch. 1.6 Art of Effective Communication
13	7th	13 th	Unit 1: Ch. 1.7 Technical Communication Meaning, Definition and Features
14		14 th	Unit 5: Ch. 5.3 One Word Substitution
15	8th	15 th	<u>Unit 2: Soft Skills for Professional Excellence</u> Unit 2: Ch. 2.1 Introduction to Soft Skills and Hard Skills
16		16 th	Unit 2: Ch. 2.1 Introduction to Soft Skills and Hard Skills

			Features, Methods of Acquisition and Examples
17	9th	17 th	Unit 2: Ch. 2.2 Importance of Soft Skills for Professional Growth
18		18 th	Unit 2: Ch. 2.3 Life Skills: Self Awareness and Self Analysis
19	10th	19 th	Unit 2: Ch. 2.3 Exercise on Self Awareness and Self Analysis
20		20 th	Unit 2: Ch. 2.4 Cross-cultural Communication: Applying Soft Skills across Cultures
21	11th	21 st	Unit 5: Ch. 5.4 Parts of Speech
22		22 nd	<u>Unit 3: Reading Comprehension</u> Unit 3: Ch. 3.1.1 An Astrologer's Day (Literature Discussion)
23	12th	23 rd	Unit 3: Ch. 3.1.1 An Astrologer's Day (Exercise in Reading Comprehension)
24		24 th	Unit 3: Ch. 3.1.2 The Missing Mail (Literature Discussion)
25	13th	25 th	Unit 3: Ch. 3.1.2 The Missing Mail (Exercise in Reading Comprehension)
26		26 th	Unit 3: Ch. 3.1.3 The Doctor's Word (Literature Discussion)
27	14th	27 th	Unit 3: Ch. 3.1.3 The Doctor's Word (Exercise in Reading Comprehension)
28		28 th	Unit 5: Ch. 5.5 Concord or the Subject- Verb Agreement
29	15th	29 th	Unit 5: Ch. 5.5 Concord or the Subject- Verb Agreement
30		30 th	Unit 3: Ch. 3.1.4 The Gift of the Magi (Literature Discussion)
31	16th	31 st	Unit 3: Ch. 3.1.4 The Gift of the Magi (Exercise in Reading Comprehension)
32		32 nd	Unit 3: Ch. 3.1.4 The Gift of the Magi (Exercise in Reading Comprehension)
33	17th	33 rd	Unit 5: Ch. 5.5 Tenses: Present Tense
34		34 th	Unit 5: Ch. 5.5 Tenses: Past Tense
35	18th	35 th	Unit 5: Ch. 5.5 Tenses: Future Time Reference
36		36 th	Unit 3: Ch. 3.2.1 Stopping By Woods on a Snowy Evening (Literature Discussion)
37	19th	37 th	Unit 3: Ch. 3.2.1

			Stopping By Woods on a Snowy Evening (Exercise in Reading Comprehension)
38		38 th	Unit 3: Ch. 3.2.2 Where the Mind is Without Fear (Literature Discussion)
39	20th	39 th	Unit 3: Ch. 3.2.2 Where the Mind is Without Fear (Exercise in Reading Comprehension)
40		40 th	Unit 3: Ch. 3.2.3 Daffodils (Literature Discussion)
41	21st	41 st	Unit 3: Ch. 3.2.3 Daffodils (Exercise in Reading Comprehension)
42		42 nd	Unit 3: Ch. 3.2.4 To My True Friend (Literature Discussion)
43	22nd	43 rd	Unit 3: Ch. 3.2.4 To My True Friend (Exercise in Reading Comprehension)
44		44 th	Unit 5: Ch. 5.6 Voice Change I
45	23rd	45 th	Unit 5: Ch. 5.6 Voice Change II
46		46 th	Unit 5: Ch. 5.6 Punctuation Marks
47	24th	47 th	<u>Unit 4: Professional Writing</u> Unit 4: Ch. 4.1 Summary Writing I
48		48 th	Unit 4: Ch. 4.1 Summary Writing II
49	25th	49 th	Unit 4: Ch. 4.2 Report Writing I
50		50 th	Unit 4: Ch. 4.2 Report Writing II
51	26th	51 st	Unit 4: Ch. 4.3 Application Writing I
52		52 nd	Unit 4: Ch. 4.3 Application Writing II
53	27th	53 rd	Unit 4: Ch. 4.4.1 Personal Letter Writing I
54		54 th	Unit 4: Ch. 4.4.2 Personal Letter Writing II
55	28th	55 th	Unit 4: Ch. 4.5 Email Writing I
56		56 th	Unit 4: Ch. 4.5 Email Writing II
57	29th	57 th	Unit 4: Ch. 4.6 Notice Writing I
58		58 th	Unit 4: Ch. 4.6 Notice Writing II
59	30th	59 th	Unit 4: Ch. 4.7 C.V. Writing I
60		60 th	Unit 4: Ch. 4.7

			C.V. Writing II
61	31st	61 st	• Term End Exam Revision (Unit 1)
62		62 nd	• Term End Exam Revision (Unit 3)
63	32nd	63 rd	• Term End Exam Revision (Unit 4)
64		64 th	• Term End Exam Revision (Unit 5)

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Department: Humanities and Science		Semester: 1st Semester	Name of the Faculty: Shri K Satyanarayan Achary, Lecturer in English (St. I)
Subject: Communication Skills in English/ Practical		Classes Allotted: No. of days per Week: 02 periods	Semester From 17 th August 2026 to 17 th April 2026 No. of Weeks: 32 Weeks
Sl. No.	Week	Period/Day	Topics to be Covered:
01.	01.	01	Complete Ideation of the Syllabus
02	02	02	<u>Unit 1</u> Listening Skill (Meaning, Stages and Process)
03	03	03	- Exercise in Listening Skill - Story Listening and Summarization
04	04	04	- Exercise in Listening Skill - Fill in the blanks after listening to a poem
05	05	05	- Exercise in Listening Skill - Interviews (Listening Comprehension)
06	06	06	- Exercise in Listening Skill - Analyzing after listening to a speech.
07	07	07	Assessment in Listening Skill
08	08	08	Assessment in Listening Skill
09	09	09	<u>Unit 2</u> Reading Skill (Essential Features)
10	10	10	- Essentials of Reading Skill - Sounds: Consonant, Vowel, Diphthongs
11	11	11	- Activity in Reading Skill - Reading the Given Passage (Pronunciation and Sentence Stress)
12	12	12	- Activity in Reading Skill - Reading the Given Passage (Pronunciation and Sentence Stress)
13	13	13	- Activity in Reading Skill - Reading Aloud the Given Passage (Pace, Pitch, Pause, Volume & Tone)
14	14	14	- Activity in Reading Skill - Reading Aloud the Given Passage (Pace, Pitch, Pause, Volume & Tone)
15	15	15	Assessment in Reading Skill
16	16	16	Assessment in Reading Skill

17	17	17	<u>Unit 3</u>
			• Speaking Skill • Introduction: Definition, Features and Factors
18	18	18	• Speaking Skill • Types of Speaking Activities
19	19	19	• Activity in Speaking Skill • Formal Exchanges, Greetings and Responses
20	20	20	• Activity in Speaking Skill • Self-introduction
21	21	21	• Activity in Speaking Skill • Role plays (Doctor-Patient, Bank Manager..)
22	22	22	• Activity in Speaking Skill • Anchoring an Event (welcome, farewell)
23	23	23	• Activity in Speaking Skill • Group Discussion on Relevant Issues
24	24	24	• Activity in Speaking Skill • Group Discussion on Relevant Issues
25	25	25	• Activity in Speaking Skill • Tele-phonetic Communication
26	26	26	• Activity in Speaking Skill • Attending a Mock Interview
27	27	27	• Assessment in Speaking Skill
28	28	28	• Assessment in Speaking Skill
29	29	29	• Assessment in Speaking Skill
30	30	30	• Revision for the End Term Practical Assessment
31	31	31	• Revision for the End Term Practical Assessment
32	32	32	• Revision for the End Term Practical Assessment



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