

# LESSON PLAN

ACADEMIC SESSION : 2024-25(W)

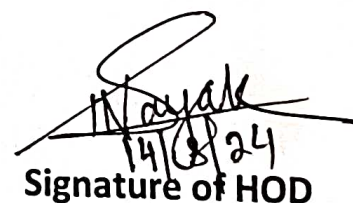
<b>Discipline :</b> Electrical and metallurgy	<b>Semester : 1<sup>st</sup></b>	<b>Name of the Teaching Faculty : JAMES SUNIT EKKA</b> (LECTURER IN ENGLISH)
<b>Subject :</b> Communication skills in English	<b>No. of days / week</b> class allotted	Semester From date: 1 <sup>st</sup> : 16/08/2024 to 10/12/2024  Nos. of Weeks per semester : 15
<b>Week</b>	<b>Class Day</b>	<b>Theory/ Practical Topics</b>
1 <sup>ST</sup>	1 <sup>st</sup>	Tenses
	2 <sup>nd</sup>	Tenses
	3 <sup>rd</sup>	Active and Passive voice
2 <sup>ND</sup>	1 <sup>st</sup>	Active and Passive voice
	2 <sup>nd</sup>	Basics of communication: Introduction, meaning and definition, process of communication
	3 <sup>rd</sup>	Types of communication: formal and informal
3 <sup>RD</sup>	1 <sup>st</sup>	Types of communication: formal and informal
	2 <sup>nd</sup>	Stopping by Woods on a Snowy Evening" by Robert Frost
	3 <sup>rd</sup>	Stopping by Woods on a Snowy Evening" by Robert Frost
4 <sup>TH</sup>	1 <sup>st</sup>	Letters; Business and Personal
	2 <sup>nd</sup>	Letters; Business and Personal
	3 <sup>rd</sup>	Letters; Business and Personal
5 <sup>TH</sup>	1 <sup>st</sup>	Introduction: Soft Skills and Hard Skills
	2 <sup>nd</sup>	Importance of Soft Skills
	3 <sup>rd</sup>	

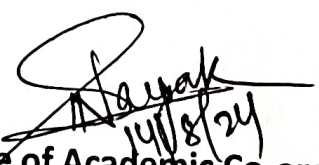
		Life Skills: Self-awareness and Self-analysis
6 <sup>TH</sup>	1 <sup>st</sup>	Applying Soft Skills across cultures
	2 <sup>nd</sup>	Applying Soft Skills across cultures
	3 <sup>rd</sup>	'The Gift of the Magi' by O. Henry
7 <sup>TH</sup>	1 <sup>st</sup>	'The Gift of the Magi' by O. Henry
	2 <sup>nd</sup>	'The Missing Mail' by R.K. Narayan ( <i>Maigudi Days</i> )
	3 <sup>rd</sup>	'The Missing Mail' by R.K. Narayan ( <i>Maigudi Days</i> )
8 <sup>TH</sup>	1 <sup>st</sup>	Doctor's Word' by R.K. Narayan ( <i>Maigudi Days</i> )
	2 <sup>nd</sup>	Doctor's Word' by R.K. Narayan ( <i>Maigudi Days</i> )
	3 <sup>rd</sup>	An Astrologer's Day by R.K. Narayan ( <i>Maigudi Days</i> )
9 <sup>TH</sup>	1 <sup>st</sup>	An Astrologer's Day by R.K. Narayan ( <i>Maigudi Days</i> )
	2 <sup>nd</sup>	One-word substitution
	3 <sup>rd</sup>	verbal, non-verbal communication
10 <sup>TH</sup>	1 <sup>st</sup>	verbal, non-verbal communication
	2 <sup>nd</sup>	barriers to effective communication
	3 <sup>rd</sup>	7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous)
11 <sup>TH</sup>	1 <sup>st</sup>	Art of effective communication: choosing words, voice, modulation, clarity, time, simplification of words, Technical communication
	2 <sup>nd</sup>	'Where the Mind is Without Fear' by Rabindranath Tagore
	3 <sup>rd</sup>	Where the Mind is Without Fear' by Rabindranath Tagore

12 <sup>th</sup>	1 <sup>st</sup>	Drafting e-mail, notices, Minutes of a Meeting
	2 <sup>nd</sup>	Drafting e-mail, notices, Minutes of a Meeting
	3 <sup>rd</sup>	Summary writing and Report writing
13 <sup>th</sup>	1 <sup>st</sup>	Summary writing and Report writing
	2 <sup>nd</sup>	Summary writing and Report writing
	3 <sup>rd</sup>	Filling-up different forms such as banks and on-line forms for placement
14 <sup>th</sup>	1 <sup>st</sup>	Filling-up different forms such as banks and on-line forms for placement
	2 <sup>nd</sup>	Vocabulary of commonly used words
	3 <sup>rd</sup>	Commonly used administrative terms (English only)
15 <sup>th</sup>	1 <sup>st</sup>	Parts of Speech
	2 <sup>nd</sup>	Parts of Speech
	3 <sup>rd</sup>	Punctuation

  
14/8/24

Signature of the Subject Teacher

  
14/8/24  
Signature of HOD

  
14/8/24  
Signature of Academic Co-ordinator