



GOVERNMENT POLYTECHNIC, SONEPUR

DEPARTMENT OF MATHEMATICS AND SCIENCE

Discipline: ELECTRICAL & METALLURGY	Semester: 1ST	Name of the Teaching Faculty: MR MANORANJAN SAHU, LECTURER IN ENGLISH
Subject: COMMUNICATION SKILLS IN ENGLISH Th-1	No. of days/per week class allotted: 03	Semester From date: 06.08.2025 To Date: 04.12.2025 No. of Weeks: 15
PRE-REQUISITES	Basic knowledge of English grammar and vocabularies	
COURSE OUTCOMES	<p>CO1: Understand the meaning, process of communication, types of communication and barrier in communication and manner to communicate effectively.</p> <p>CO2: Comprehend soft skill and hard skill and to apply it in day to day life.</p> <p>CO3: Comprehend the seen passages and develop basic speaking and writing skills including proper usage of language and vocabulary so that they can become highly confident and skilled speakers and writers.</p> <p>CO4: Write personnel & business letter and drafting of notice and minutes of a meeting.</p> <p>CO5: Apply Enhancement of vocabulary and apply English grammar rules correctly while framing a sentence, and writing letter, application etc.</p>	
Week	Class Day	Theory/Practical Topics
1ST	1ST	Introduction to theory 1A (syllabus, objectives, patterns of questions and evaluation)
	2ND	Unit1: Basics of Communication: Introduction, Meaning & Definition, Process of Communication
	3RD	Unit1: Types of Communication: Formal & Informal; Advantages and Disadvantages
2ND	1ST	Unit1: Areas of Verbal and Non-verbal Communication; Advantages and Disadvantages
	2ND	Unit2: Introduction to Soft Skills and Hard Skills
	3RD	Unit2: Importance of Soft Skills
3RD	1ST	Unit5: Vocabulary of Commonly Used Words
	2ND	Unit3: Malgudi Days- An Astrologer's Day
	3RD	Unit3: Malgudi Days- An Astrologer's Day
4TH	1ST	Unit1: 7Cs of Effective Communication
	2ND	Unit4: Writing Skill: The Art of Summary Writing
	3RD	Unit4: Writing Skill: The Art of Report Writing
5TH	1ST	Unit 3: Stopping By Woods on a Snowy Evening(Poem)
	2ND	Unit 3: Stopping By Woods on a Snowy Evening(Poem)
	3RD	Unit5: Application of English Grammar: Parts of Speech
6TH	1ST	Unit3: The Gift of the Magi

	2 ND	Unit3: The Gift of the Magi
	3 RD	Unit2: Life Skills: Self-Awareness and Self-Analysis
	1 ST	Unit2: Applying Soft Skills across Cultures
7 TH	2 ND	Unit4: Writing Skill: Filling Up Different Forms(Offline and Online)
	3 RD	Unit4: Writing Skill: Filling Up Different Forms(Offline and Online)
	1 ST	Unit5: Commonly Used Administrative Terms
8 TH	2 ND	Unit5: Punctuation
	3 RD	Unit3: Malgudi Days- The Missing Mail
	1 ST	Unit3: Malgudi Days- The Missing Mail
9 TH	2 ND	Unit4: Writing Skill: Business Letter Writing
	3 RD	Unit4: Writing Skill: Business Letter Writing
	1 ST	Unit5: Application of English Grammar: Time, Tense and Aspects
10 TH	2 ND	Unit5: Application of English Grammar: Time, Tense and Aspects
	3 RD	Unit5: Application of English Grammar: Time, Tense and Aspects
	1 ST	Unit3: Where the Mind is Without Fear(Poem)
11 TH	2 ND	Unit3: Where the Mind is Without Fear(Poem)
	3 RD	Unit1: Barriers to Effective Communication and Ways to overcome them
12 TH	1 ST	Unit1: Art of Effective Communication
	2 ND	Unit1: Technical Communication
	3 RD	Unit4: Writing Skill: Personal Letter Writing
13 TH	1 ST	Unit4: Writing Skill: Personal Letter Writing
	2 ND	Unit3: Malgudi Days- Doctor's Word
	3 RD	Unit3: Malgudi Days- Doctor's Word
14 TH	1 ST	Unit5: One Word Substitution
	2 ND	Unit4: Writing Skill: Drafting Emails, Notices and Preparing Minutes of Meetings
	3 RD	Unit4: Drafting Emails, Notices and Preparing Minutes of Meetings
15 TH	1 ST	Unit5: Application of English Grammar: Voice Change
	2 ND	Unit5: Application of English Grammar: Voice Change
	3 RD	Unit5: Application of English Grammar: Voice Change

LEARNING RESOURCES:

1. M. Ashraf Rizvi. *Effective Technical Communication*. Mc-Graw Hill, 2002.
2. John Nielson. *Effective Communication Skills*. Xlibris, 2008.
3. *Roget's Thesaurus of English Words and Phrases* S.CHANDPUBLICATION.
4. Wren & Martin. *High School English Grammar and Composition*. S Chand, 2024.
5. J. Thomson & A. V. Martinet. *Practical English Grammar*. Oxford University Press, 1997.

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Academic Coordinator

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