



GOVERNMENT POLYTECHNIC, DEOGARH

LESSON PLAN

SESSION-2025-26

Discipline: Mathematics and science	Semester: 1ST	Name of the Teaching Faculty: Magan Chhatria
Subject: Communication skills in English	No. of Days/per week class allotted: 3	Semester From Date: 06/08/2025 ToDate: 04/12/2025 No.ofWeeks: 15
Week	Class Day	Theory Topics
1st	01	Basics of communication: Introduction, meaning and definition
	02	Process of communication.
	03	Types of communication: formal and informal
2nd	01	Types of communication: verbal, non-verbal and written
	02	Barriers to effective communication.
	03	7Cs for effective communication
3rd	01	Art of Effective communication,
	02	Technical Communication.
	03	Introduction: Soft Skills and Hard Skills
4th	01	Importance of soft skills.
	02	Life skills: Self-awareness and Self-analysis
	03	Applying soft skills across cultures.
5th	01	Malgudi Days: An Astrologer's Day
	02	Malgudi Days: An Astrologer's Day
	03	Malgudi Days: The Missing Mail
6th	01	Malgudi Days: The Missing Mail
	02	Malgudi Days: Doctor's Ward
	03	Malgudi Days: Doctor's Ward
7th	01	The Gift of the Magi by O. Henry
	02	The Gift of the Magi by O. Henry
	03	Stopping by Woods on a Snowy Evening by Robert Frost
8th	01	Stopping by Woods on a Snowy Evening by Robert Frost
	02	Where the Mind is Without Fear by Rabindranath Tagore
	03	Where the Mind is Without Fear by Rabindranath Tagore
9th	01	Summary writing
	02	Report writing
	03	Report writing
10th	01	Business letter
	02	Personal letter
	03	Drafting e-mail

11th	01	Drafting notices
	02	Drafting minutes of a meeting
	03	Filling-up different forms such as banks and on-line forms for placement
12th	01	Filling-up different forms such as banks and on-line forms for placement
	02	Vocabulary of commonly used words
	03	Vocabulary of commonly used words
13th	01	Glossary of administrative terms(English
	02	One-word substitution
	03	Parts of speech
14th	01	Parts of speech
	02	Active and passive voice
	03	Tenses: present
15th	01	Tenses: Past
	02	Tenses: Future
	03	Punctuation