

GOVERNMENT POLYTECHNIC, DEBAGADA
AT/PO- PURUNAGARH, DIST-DEOGARH, ODISHA, 768119
WEBSITE: www.gpdeogarh.org.in | EMAIL: principaldeogarh@gmail.com
DEPARTMENT OF MATH AND SCIENCE
LESSON PLAN (2026-27)

Discipline: CIVIL		Year: 1st	Name of the Teaching faculty: Anamika Mahapatra
Subject: COMMUNICATION SKILLS IN		No of Days/ Week class allotted: 2	Semester from Date: 17/08/26 To Date: 05/04/27 No of weeks: 32
Week	Class Day	Topics	
1st	1st	Syllabus discussion & Course Outcomes Overview	
	2nd	Unit 1: Communication: Process of communication and communication model	
2nd	1st	Unit 1: Communication: Types of communication: formal (upward, downward and parallel/horizontal)	
	2nd	Unit 1: Communication: Informal communication (grapevine) & Verbal communication	
3rd	1st	Unit 1: Communication: Non-verbal communication (proxemics, kinesics and paralanguage)	
	2nd	Unit 1: Communication: Barriers to effective communication (semantics, psychological)	
4th	1st	Unit 1: Communication: Barriers to effective communication (physical and cultural)	
	2nd	Unit 1: Communication: 7 Cs for effective communication (considerate, concrete, concise)	
5th	1st	Unit 1: Communication: 7 Cs for effective communication (clear, complete, correct, courteous)	
	2nd	Unit 1: Communication: Art of Effective communication (Choosing words, Voice, Modulation, Clarity, Time, Simplification)	
6th	1st	Unit 1: Communication: Technical Communication (Definition and features)	
	2nd	Unit 1: Communication: Unit 1 Practice & Review	
7th	1st	Unit 2: Soft Skills: Introduction: Soft Skills and Hard Skills	
	2nd	Unit 2: Soft Skills: Importance of Soft Skills in Professional Life	
8th	1st	Unit 2: Soft Skills: Life Skills: Self-awareness and Self-analysis (SWOT Analysis)	
	2nd	Unit 2: Soft Skills: Applying Soft Skills across cultures	
9th	1st	Unit 3: Reading Comprehension: Section-1 (Prose): Excerpts from Malgudi Days - 'An Astrologer's Day' (Part 1)	
	2nd	Unit 3: Reading Comprehension: Section-1 (Prose): 'An Astrologer's Day' (Part 2 & Vocabulary)	
10th	1st	Unit 3: Reading Comprehension: Section-1 (Prose): 'The Missing Mail' (Part 1)	
	2nd	Unit 3: Reading Comprehension: Section-1 (Prose): 'The Missing Mail' (Part 2 & Exercises)	
11th	1st	Assessment & Evaluation: Internal Assessment - 1 (Covers Unit 1 & Unit 5)	
	2nd	Assessment Feedback: Discussion & Analysis of Internal Assessment-1	
12th	1st	Unit 3: Reading Comprehension: Section-1 (Prose): 'Doctor's Word' (Part 1)	
	2nd	Unit 3: Reading Comprehension: Section-1 (Prose): 'Doctor's Word' (Part 2)	
13th	1st	Unit 3: Reading Comprehension: Section-1 (Prose): 'The Gift of the Magi' by O. Henry (Part 1)	
	2nd	Unit 3: Reading Comprehension: Section-1 (Prose): 'The Gift of the Magi' (Part 2 & Questions)	
14th	1st	Unit 3: Reading Comprehension: Section-2 (Poems): 'Stopping by Woods on a Snowy Evening' by Robert Frost	
	2nd	Unit 3: Reading Comprehension: Section-2 (Poems): 'Where the Mind is Without Fear' by Rabindranath Tagore	

15th	1st	Unit 3: Reading Comprehension: Section-2 (Poems): 'Daffodils' by William Wordsworth
	2nd	Unit 3: Reading Comprehension: Section-2 (Poems): 'To My True Friend' by Elizabeth Pinard
16th	1st	Unit 3: Reading Comprehension: Comprehension & Grammar Exercises based on Reading Texts
	2nd	Unit 3: Reading Comprehension: Passage Analysis and Summary Exercises
17th	1st	Unit 4: Professional Writing: Summary writing techniques and practice
	2nd	Unit 4: Professional Writing: Report writing (Annual Function, Blood Donation Camp)
18th	1st	Unit 4: Professional Writing: Report writing (Poly-fest, Road Accident)
	2nd	Unit 4: Professional Writing: Applications - Principal, Hostel Superintendent
19th	1st	Unit 4: Professional Writing: Applications - HOD, Librarian
	2nd	Unit 4: Professional Writing: Personal Letters: parents, brother/sister, friend
20th	1st	Unit 4: Professional Writing: Business Letters - Letter of Enquiry, Placing an order
	2nd	Unit 4: Professional Writing: Business Letters - Complaint and cancellation
21st	1st	Unit 3 & Unit 2 Revision: Comprehensive Revision for Internal Assessment-2
	2nd	Assessment & Evaluation: Internal Assessment - 2 (Covers Unit 2 & Unit 3)
22nd	1st	Assessment Feedback: Discussion on Internal Assessment-2 Performance
	2nd	Unit 4: Professional Writing: Drafting e-mail - Bank manager to open an account
23rd	1st	Unit 4: Professional Writing: Drafting e-mail - Congratulating a friend on his/her achievement
	2nd	Unit 4: Professional Writing: Notice Writing: competitions, inviting articles for magazines
24th	1st	Unit 4: Professional Writing: Notice Writing: study tour, lost/found items
	2nd	Unit 4: Professional Writing: CV / Resume Drafting and Cover Letter Writing
25th	1st	Unit 5: Vocabulary and Grammar: Vocabulary of commonly used words
	2nd	Unit 5: Vocabulary and Grammar: Commonly used administrative terms (English only)
26th	1st	Unit 5: Vocabulary and Grammar: One-word substitution exercises
	2nd	Unit 5: Vocabulary and Grammar: Parts of Speech review and exercises
27th	1st	Unit 5: Vocabulary and Grammar: Concord (Subject-Verb Agreement rules and practice)
	2nd	Unit 5: Vocabulary and Grammar: Tenses - Active usage and exercises
28th	1st	Unit 5: Vocabulary and Grammar: Voice-change (Active to Passive & vice-versa)
	2nd	Unit 5: Vocabulary and Grammar: Punctuation rules and practice
29th	1st	Unit 4 & Unit 5 Revision: Comprehensive Revision for Internal Assessment-3
	2nd	Assessment & Evaluation: Internal Assessment - 3 (Covers Unit 4 & Unit 5)
30th	1st	Grand Revision: Unit-1 & Unit-3 Revision for End Exam
	2nd	Grand Revision: Unit-4 & Unit-5 Revision for End Exam

31st	1st	Previous Years Question Paper Discussion & Solving
	2nd	Mock Test & Doubt Clearing Session
32nd	1st	Final Exam Preparation Guidance & Answer Presentation Tips
	2nd	Course Outcome Feedback & Student Assessment Review

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Discipline: CELECTRICAL		Year: 1st	Name of the Teaching faculty: Anamika Mahapatra
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	2nd	Unit 5: Vocabulary and Grammar: Commonly used administrative terms (English only)
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	2nd	Assessment & Evaluation: Internal Assessment - 3 (Covers Unit 4 & Unit 5)
30th	1st	Grand Revision: Unit-1 & Unit-3 Revision for End Exam
	2nd	Grand Revision: Unit-4 & Unit-5 Revision for End Exam
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LESSON PLAN (2026-27)

Discipline: MECHANICAL		Year: 1st	Name of the Teaching faculty: Anamika Mahapatra
Subject: COMMUNICATION SKILLS IN ENGLISH		No of Days/ Week class allotted: 2	Semester from Date: 17/08/26 To Date: 05/04/27
		No of weeks: 32	
Week	Class Day	Topics	
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2nd	1st	Unit 1: Communication: Types of communication: formal (upward, downward and parallel/horizontal)	
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	2nd	Unit 2: Soft Skills: Importance of Soft Skills in Professional Life	
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Discipline: MINING		Year: 1st	Name of the Teaching faculty: Anamika Mahapatra
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		No of weeks: 32	
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