

GOVERNMENT POLYTECHNIC, JAGATSINGHPUR

Discipline: All Branches | Academic Session: 2026-2027

LESSON PLAN & LECTURE SCHEDULE

Course Title: COMMUNICATION SKILLS IN ENGLISH
Name of Faculty: Dr Ankita Panda, Lecturer Stage I (English)
Total Duration: 32 Weeks | Total Sessions: 64 Classes
Weekly Load: 2 Classes / Week | Effective From: 17-08-2026 To 17-04-2027

COURSE OUTCOMES (COs)

- CO1:** Analyse and implement the meaning, process of communication, types of communication and overcome the barriers and be able to communicate effectively both in professional and interpersonal contexts.
- CO2:** Comprehend soft skill and hard skill and apply it in day-to-day life.
- 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.
- CO4:** Write personal, business letter, draft notices and job application with CV.
- CO5:** Enhance vocabulary and apply English grammar rules correctly while framing a sentence and write letters, application etc. in proper format.

WEEK-BY-WEEK DETAILED LECTURE SCHEDULE

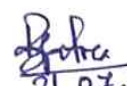
Week	Unit & Topic Area	Topics to be Covered (2 Classes / Week)
W1	Unit 1: Communication Basics & Process	Class 1: Basics of communication: Meaning and Definition. Class 2: Process of communication and communication models.
W2	Unit 1: Communication Types of Communication	Class 3: Types of communication: Formal (upward, downward, and parallel/horizontal). Class 4: Informal communication (Grapevine); Verbal communication (meaning and definition).
W3	Unit 1: Communication Non-Verbal Aspects	Class 5: Non-verbal communication: Proxemics and Kinesics. Class 6: Non-verbal communication: Paralanguage and application examples.
W4	Unit 1: Communication Barriers to Effective Comm.	Class 7: Barriers to effective communication: Semantics and Psychological barriers. Class 8: Barriers to effective communication: Physical and Cultural barriers.
W5	Unit 1: Communication 7 Cs & Art of Comm.	Class 9: 7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous). Class 10: Art of Effective communication: Choosing words, Voice, Modulation.
W6	Unit 1: Communication Technical Communication	Class 11: Art of Effective communication: Clarity, Time, Simplification of words. Class 12: Technical Communication: Definition, features, and Unit 1 Wrap-Up.
W7	Unit 5 (Part 1): Vocab & Grammar Vocabulary & Admin Terms	Class 13: Vocabulary enhancement: Commonly used words in daily & professional context. Class 14: Commonly used administrative terms in English.
W8	Unit 5 (Part 1): Vocab & Grammar Substitutions & Grammar	Class 15: One-word substitution: Rules, examples, and exercise sets. Class 16: Grammar: Parts of Speech (Nouns, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjections).
W9	Unit 5 (Part 1): Vocab & Grammar Parts of Speech & Concord	Class 17: Grammar: Rules of Parts of Speech in sentence framing and error detection. Class 18: Grammar: Concord (Subject-Verb Agreement) – Rules and application exercises.
W10	Assessment & Unit 2 Monthly Test 1 & Intro	Class 19: Monthly Test 1 (1 Hour – Covering Unit 1 & Unit 5 Part 1) Class 20: Introduction to Soft Skills and Hard

		Skills: Concept and differentiation.
W11	Unit 2: Soft Skills Applications & Importance	Class 21: Real-world examples and practical application of Soft Skills vs Hard Skills. Class 22: Importance of Soft Skills for professional excellence.
W12	Unit 2: Soft Skills Life Skills & Self-Analysis	Class 23: Life Skills: Introduction to Self-awareness & Self-analysis techniques (SWOT analysis). Class 24: Practical exercises on self-evaluation and interpersonal skill mapping.
W13	Unit 2: Soft Skills Cross-Cultural Application	Class 25: Applying Soft Skills across different cultures and work environments. Class 26: Cross-cultural case studies and Unit 2 Review.
W14	Unit 3: Comprehension Prose: An Astrologer's Day	Class 27: Reading Comprehension techniques; Excerpts from Malgudi Days – "An Astrologer's Day" (Part 1). Class 28: "An Astrologer's Day" (Part 2) – Textual reading and vocabulary building.
W15	Unit 3: Comprehension Prose: The Missing Mail	Class 29: "An Astrologer's Day" – Comprehension exercises & sentence framing. Class 30: Malgudi Days excerpt: "The Missing Mail" (Textual reading and plot study).
W16	Unit 3: Comprehension Prose: Doctor's Word	Class 31: "The Missing Mail" – Comprehension exercises and vocabulary enhancement. Class 32: Malgudi Days excerpt: "Doctor's Word" (Textual reading).
W17	Unit 3: Comprehension Prose: Gift of the Magi	Class 33: "Doctor's Word" – Comprehension exercises, grammar, and speaking practice. Class 34: "The Gift of the Magi" by O. Henry (Textual reading & theme discussion).
W18	Unit 3: Comprehension Prose Consolidation	Class 35: "The Gift of the Magi" – Analysis, vocabulary exercises, and character study. Class 36: Review of Prose section: Speaking and basic writing practice based on seen passages.
W19	Unit 3: Comprehension Poetry: Stopping by Woods...	Class 37: "Stopping by Woods on a Snowy Evening" by Robert Frost (Recitation & theme analysis). Class 38: "Stopping by Woods on a Snowy Evening" – Vocabulary and comprehension questions.
W20	Unit 3: Comprehension Poetry: Where the Mind is...	Class 39: "Where the Mind is Without Fear" by Rabindranath Tagore (Reading & central idea). Class 40: "Where the Mind is Without Fear" – Exercises and language practice.
W21	Unit 3: Comprehension Poetry: Daffodils	Class 41: "Daffodils" by William Wordsworth (Textual reading and poetic imagery). Class 42: "Daffodils" – Comprehension, vocabulary, and grammar exercises.
W22	Unit 3: Comprehension Poetry: To My True Friend	Class 43: "To My True Friend" by Elizabeth Pinard (Textual reading and stanza analysis). Class 44: "To My True Friend" – Comprehension exercises and writing expressions.
W23	Unit 3: Comprehension Unit Wrap-Up & Practice	Class 45: Passage-based comprehension practice, confidence building, and speaking drills. Class 46: Unit 3 Consolidated Review & Vocabulary Assessment.
W24	Assessment & Unit 4 Monthly Test 2 & Writing	Class 47: Monthly Test 2 (1 Hour – Covering Unit 2 & Unit 3) Class 48: Summary Writing: Key principles, rules, and practical drafting.
W25	Unit 4: Professional Writing Reports & Applications	Class 49: Report Writing: Structure, layout, and drafting reports on Annual Function, Blood Donation Camp, Poly-fest, and Road Accident. Class 50: Official Applications: Writing application to Principal and Hostel Superintendent.
W26	Unit 4: Professional Writing Applications & Letters	Class 51: Official Applications: Writing application to Head of Department (HOD) and Librarian.

		Class 52: Personal Letters: Drafting letters to Parents, Brother/Sister, and Friends
W27	Unit 4: Professional Writing Business Correspondence	Class 53: Business Letters: Drafting Letter of Enquiry and Letter for Placing an Order Class 54: Business Letters: Drafting Complaint Letter and Order Cancellation Letter
W28	Unit 4: Professional Writing E-mails & Notices	Class 55: E-mail Drafting: Email to Bank Manager to open an account, Congratulating a friend on achievement Class 56: Notice Writing: Draft notices for Competitions and Inviting articles for college magazine
W29	Unit 4: Professional Writing Notices & Resume Drafting	Class 57: Notice Writing: Draft notices for Study tour and Lost/Found items. Class 58: Job Application with CV/Resume: Structure, formatting, and drafting practice
W30	Unit 5 (Part 2): Vocab & Grammar Tenses & Usage	Class 59: Grammar: Tenses (Present, Past, and Future tenses overview). Class 60: Grammar: Correct usage of Tenses while framing sentences, letters, and applications.
W31	Unit 5 (Part 2): Vocab & Grammar Voice Change	Class 61: Grammar: Voice Change (Active and Passive voice transformation rules). Class 62: Grammar: Voice Change practice exercises and sentence correction.
W32	Unit 5 (Part 2): Vocab & Grammar Voice Change & Wrap-Up	Class 63: Grammar: Punctuation & Sentence correction exercises Class 64: Comprehensive Revision: Unit 4 & Unit 5 (Professional Writing, Grammar & Model Question Discussion)


31/07/26
Signature

Dr. Ankita Panda, Lect. (S-I), English


31.07.2026
H.O.D.
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