



GANDHI ACADEMY OF TECHNOLOGY AND ENGINEERING

(Approved by AICTE, New Delhi, Affiliated to BPUT, Odisha and Recognized by Dept. of SD&TE, Govt. of Odisha)

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COMMUNICATION SKILLS AND ENGLISH Lesson Plan (Dept. of Basic Science and Humanities)

| SL No. | Date of Class | Unit No. | Topic to be Covered | Relating to COs | Method of instruction | Remarks |
|--------|---------------|----------|-------------------------------------------------------------------------|-----------------|-----------------------|------------------------|
| 1 | | 1 | Basic of communication: introduction, meaning , and definition | CO1 | Chalk & Talk | |
| 2 | | 1 | Process of communication | CO1 | Chalk & Talk | |
| 3 | | 1 | types of communication: formal and informal | CO1 | Chalk & Talk | |
| 4 | | 1 | Verbal communication | CO1 | Chalk & Talk | |
| 5 | | 1 | Non verbal communication | CO1 | Chalk & Talk | |
| 6 | | | Barrier to effective communication | CO1 | Chalk & Talk | |
| 7 | | 1 | 7'Cs effective communication | CO1 | Chalk & Talk | |
| 8 | | 1 | 7'Cs effective communication | CO1 | Chalk & Talk | |
| 9 | | 1 | Art of Effective communication :choosing words ,voice, modulation | CO1 | Chalk & Talk | |
| 10 | | 1 | Art of Effective communication :clarity , time ,simplification of words | CO1 | Chalk & Talk | |
| 11 | | 1 | Technical Communication | CO1 | Chalk & Talk | |
| 12 | | 1 | Technical Communication | CO1 | Chalk & Talk | Course Beyond Syllabus |
| 13 | | 2 | Introduction : Soft and hard skills | CO2 | Chalk & Talk | |
| 14 | | 2 | Difference between soft and hard skills | CO2 | Chalk & Talk | |
| 15 | | 2 | Important of soft skills | CO2 | Chalk & Talk | |
| 16 | | 2 | Self -analysis | CO2 | Chalk & Talk | |
| 17 | | 2 | Life skills :Self -awareness | CO2 | Chalk & Talk | |
| 18 | | 2 | Applying soft skills across cultures | CO2 | Chalk & Talk | Course Beyond Syllabus |

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|----|--|---|--------------------------------------|------|--------------|------------------------|
| 19 | | 3 | An Astrologer's day | CO3 | Chalk & Talk | |
| 20 | | 3 | An Astrologer's day | CO3 | Chalk & Talk | |
| 21 | | 3 | The Missing Mail | CO3 | Chalk & Talk | |
| 22 | | 3 | The Missing Mail | CO3 | Chalk & Talk | |
| 23 | | 3 | Doctor's Word | CO3 | Chalk & Talk | |
| 24 | | 3 | Doctor's Word | CO3 | Chalk & Talk | |
| 25 | | 3 | The Gift of the Magi | CO3 | Chalk & Talk | |
| 26 | | 3 | The Gift of the Magi | CO3 | Chalk & Talk | |
| 27 | | 3 | Stopping by Woods on a Snowy Evening | CO3 | Chalk & Talk | |
| 28 | | 3 | Where the Mind Without Fear | CO-3 | Chalk & Talk | Course Beyond Syllabus |
| 29 | | 4 | Summary Writing | CO4 | Chalk & Talk | |
| 30 | | 4 | Summary Writing | CO4 | Chalk & Talk | |
| 31 | | 4 | Report Writing | CO4 | Chalk & Talk | |
| 32 | | 4 | Report Writing | CO4 | Chalk & Talk | |
| 33 | | 4 | Business Letter | CO4 | Chalk & Talk | |
| 34 | | 4 | Personal Letter | CO4 | Chalk & Talk | |
| 35 | | 4 | Drafting e-mail | CO4 | Chalk & Talk | |
| 36 | | 4 | Notice | CO4 | Chalk & Talk | |
| 37 | | 4 | Minutes of a Meeting | CO4 | Chalk & Talk | |
| 38 | | 4 | Online Forms | CO4 | Chalk & Talk | Course Beyond Syllabus |
| 39 | | 5 | Vocabulary of Commonly used words | CO5 | Chalk & Talk | |
| 40 | | 5 | Parts of Speech | CO5 | PPT | |
| 41 | | 5 | Parts of Speech | CO5 | PPT | |
| 42 | | 5 | Active and Passive Voice | CO5 | Chalk & Talk | |
| 43 | | 5 | Tense | CO5 | Chalk & Talk | |
| 44 | | 5 | One word Substitution | CO5 | Chalk & Talk | |
| 45 | | 5 | Punctuation | CO5 | Chalk & Talk | Course Beyond Syllabus |

ESSENTIAL READING

- [1]. Jhon Nielosn Effective Communication Skills , XLIBRIS ,2008 .
- [2]. Roget's Thesaurus of English Words and Phrases.
- [3]. J.D.O Connor Better English Pronunciation .

Signature of the HOD

Signature of Faculty