

<b>JHARSUGUDA ENGINEERING SCHOOL, JHARSUGUDA</b>	
<b>LESSON PLAN(THEORY)</b>	
Name of the faculties: Anima Ekka ;Sushree Shilbia Rani Chhatra	Academic Year: 2024-25
Course No.TH-1a	Course Name: <b>COMMUNICATION SKILLS IN ENGLISH</b>
Program: Diploma in Engineering	Branch: ELECTRICAL; IT; ETC; COMPUTER & IOT; MECHATRONICS
Semester: 2 <sup>ND</sup>	Section: E; T(a); T(b)

SL NO.	UNIT	HOURS	TOPIC TO BE COVERED
1	1	8	Basics of Communication: Introduction; Meaning; Definition; Process of Communication
2			Types of communication: formal & informal,
3			verbal Communication
4			Non-verbal Communication
5			Barriers to effective communication
6			7Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous)
7			Art of Effective Communication
8			Technical Communication
9	2	5	Introduction: Soft Skills and Hard Skills
10			Importance of Soft Skills
11			Self -awareness
12			Self- analysis
13			Applying soft skills across cultures
14	3	12	<b>An Astrologer's Day – R.K.Narayan</b>
15			<b>An Astrologer's Day – R.K.Narayan</b>
16			<b>The Missing Mail- R.K.Narayan</b>
17			<b>The Missing Mail- R.K.Narayan</b>
18			Stopping by woods on a snowy Evening – Robert Frost
19			Stopping by woods on a snowy Evening – Robert Frost
20			<b>Doctor's Word - R.K.Narayan</b>
21			<b>Doctor's Word -R.K.Narayan</b>
22			Where the Mind is without Fear – Rabindranath Tagore
23			Where the Mind is without Fear – Rabindranath Tagore
24			<b>The gift of Magi- O Henry</b>
25			<b>The gift of Magi- O Henry</b>
26	4	10	Summary writing
27			Notice Writing
28			Minutes of a Meeting
29			Report writing
30			Report writing
31			Business Letters
32			Business Letters
33			Personal Letters
34			E-mail writing
35			Filling up different forms( bank forms; online forms)