




JHARSUGUDA ENGINEERING SCHOOL, JHARSUGUDA	
LESSON PLAN(THEORY)	
Name of the faculties: Anima Ekka & Amit Kumar Tirkey	Academic Year: 2025-26
Course No.TH-1a	Course Name: COMMUNICATION SKILLS IN ENGLISH
Program: Diploma in Engineering	Branch: ELECTRICAL; IT; ETC; COMPUTER & IOT; MECHATRONICS
Semester: 1st	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	An Astrologer's Day – R.K.Narayan
15			An Astrologer's Day – R.K.Narayan
16			The Missing Mail- R.K.Narayan
17			The Missing Mail- R.K.Narayan
18			Stopping by woods on a snowy Evening – Robert Frost
19			Stopping by woods on a snowy Evening – Robert Frost
20			Doctor's Word - R.K.Narayan
21			Doctor's Word -R.K.Narayan
22			Where the Mind is without Fear – Rabindranath Tagore
23			Where the Mind is without Fear – Rabindranath Tagore
24			The gift of Magi- O Henry
25			The gift of Magi- O Henry
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)

36	5	10	Vocabulary of commonly used words
37			Commonly used administrative terms
38			One- word substitution
39			Parts of speech
40			Simple Tenses
41			Progressive Tenses
42			Perfect Tenses
43			Perfect Progressive Tenses
44			Voice Change
45			Punctuation

 11/11/25 11/07/2025
 Signature of the faculty member



 Sr. Lect. (M/Sc)
 Engg. School
 Tharsuguda
 Signature of Sr. Lecturer
 Maths & Sc. Deptt.

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