

GOVT. POLYTECHNIC UDAIPUR CAMP AT SUNDER NAGAR

LESSON PLAN

NAME OF THE TEACHER: Sh. Akhmal Singh

NAME OF THE SUBJECT: **COMMUNICATION SKILLS IN ENGLISH**

BRANCH: CIVIL ENGG.

SEMESTER: 1st

SESSION: Aug.- Dec. 2023

Lecture No.	Date	NAME OF THE CHAPTER/ UNIT	CONTENTS TO BE TAUGHT	REMARKS
1		1. Communication: Theory and Practice	Basics of Communication: introduction, meaning, Types of communication	
2	<u>29/8/2023</u>	---Do---	---Do---	
3	<u>31/8/2023</u>	---Do---	---Do---	
4	<u>- do -</u>	---Do---	Barriers to effective communication	
5	<u>- do -</u>	---Do---	7Cs for effective communication	
6	<u>1-9-2023</u>	---Do---	Art of effective communication	
7	<u>- do -</u>	---Do---	---Do---	
8	<u>- do -</u>	---Do---	Technical communication	
9		CLASS TEST-I		
10	<u>5-9-2023</u>	2. Soft skills for professional excellence	Introduction : Soft skills and hard skills, Importance of soft skills	
11	<u>- do -</u>	---Do---	Life skills	
12	<u>7-9-2023</u>	---Do---	Applying soft skills across culture	
13	<u>8</u>	3. Reading comprehension	The Gift of the Magi	
14	<u>7-9-2023</u>	---Do---	---Do---	
15	<u>8/9/2023</u>	---Do---	Uncle Podger Hangs a Picture	
16	<u>12-9-2023</u>	---Do---	---Do---	
17	<u>14-9-2023</u>	---Do---	The Night of the Scorpion	
18	<u>15-9-2023</u>	---Do---	Stopping by Woods on a Snowy Evening	
19	<u>19-9-2023</u>	---Do---	Where the Mind is Without Fear	
20		CLASS TEST-II		
21		4. Professional writing	The art of Precise Writing	
22	<u>21-9-23</u>	---Do---	Letter writing	
23	<u>22-9-23</u>	---Do---	---Do---	
24	<u>28-9-23</u>	---Do---	Drafting e-mail, notices	
25	<u>28-9-23</u>	---Do---	Minutes of a meeting	
26		5. Vocabulary and grammar	Glossary of administrative terms	
27	<u>3-10-2023</u>	---Do---	One word substitution	
28	<u>- do -</u>	---Do---	Idioms and phrases	
29	<u>- do -</u>	---Do---	---Do---	
30	<u>5-10-23</u>	---Do---	Parts of speech	
31	<u>6-10-23</u>	---Do---	---Do---	
32		HOUSE TEST		
33		5. Vocabulary and grammar	Tenses	
34	<u>10-10-23</u>	---Do---	---Do---	
35	<u>12-10-23</u>	---Do---	Voice	
36	<u>12-10-2023</u>	---Do---	---Do---	
37	<u>17-10-2023</u>	---Do---	Punctuation	
38	<u>19-10-2023</u>	REVISION		

and done till end of semester

Teacher

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HOD (AS & H)

GOVT. POLYTECHNIC UDAIPUR CAMP AT SUNDER NAGAR
LESSON PLAN (LAB)

NAME OF THE TEACHER: *Ashtwan Singh*
NAME OF THE LAB- LANGUAGE LAB
BRANCH: CIVIL ENG.

SEMESTER: 1st

SESSION: Aug - Dec 2023

Sr. No.	DESCRIPTION OF PRACTICALS	PROPOSED DATES	Remarks
1	UNIT-I Listening Skills : Listening Process and Practice	GROUP-I	
2	UNIT-II Introduction to Phonetics: Sounds (Consonant and vowel sounds)	29-8-2023	31-8-2023
3	Syllable Division, Word stress, Intonation	21-11-2023	16-11-2023
4	Voice Modulation	28-11-2023	23-11-2023
5	UNIT-III: Speaking skills : Standard and Formal Speech	- do -	30-11-2023
6	Group Discussion	5-9-2023	14-9-2023
7	Oral Presentations	12-9-2023	29-9-2023
8	Public Speaking and Business Presentations	19-9-2023	28-9-2023
9	Conversation Practice	26-9-2023	05-10-2023
10	Role-Playing	3-10-2023	12-10-2023
11	Mock interviews	10-10-2023	19-10-2023
12	VIVA	17-10-2023	26-10-2023
13	VIVA	31-10-2023	2-11-2023
		7-11-2023	9-11-2023

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Teacher