


**GOVERNMENT POLYTECHNIC DHENKANAL,
DEPARTMENT OF MATHEMATICS AND SCIENCE**


Discipline: CIVIL, MECH. ENGINEERING	Semester: 1ST/2ND COMMON	Name of the Teaching Faculty: Ms Ankita Panda, Lect. In English	
Subject: COMMUNICATIO N SKILLS IN ENGLISH Th-1	No. of days/per week class allotte d: 03	Semester From date: 16.08.2024 To Date: 10.12.2024 No. of Weeks: 15	
PRE- REQUISITES	Basic knowledge of English grammar and vocabularies		
COURSE OUTCOMES	CO1: Understand the meaning, process of communication, types of communication and barrier in communication and manner to communicate effectively. CO2: Comprehend soft skill and hard skill and to 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 personnel & business letter and drafting of notice and minutes of a meeting. CO5: Apply Enhancement of vocabulary and apply English grammar rules correctly while framing a sentence, and writing letter, application etc.		
Week	Class Day	Theory/Practical Topics	DELIVERY METHOD
1 ST	1 ST	Introduction to theory 1A (syllabus, objectives, patterns of questions and evaluation)	Whiteboard
	2 ND	Unit1: Basics of Communication: Introduction, Meaning & Definition, Process of Communication	Whiteboard
	3 RD	Unit1: Types of Communication: Formal & Informal; Advantages and Disadvantages	Whiteboard
2 ND	1 ST	Unit1: Areas of Verbal and Non-verbal Communication; Advantages and Disadvantages	Whiteboard
	2 ND	Unit2: Introduction to Soft Skills and Hard Skills	Whiteboard
	3 RD	Unit2: Importance of Soft Skills	Whiteboard
3 RD	1 ST	Unit5: Vocabulary of Commonly Used Words	Whiteboard
	2 ND	Unit3: Malgudi Days- An Astrologer's Day	Whiteboard
	3 RD	Unit3: Malgudi Days- An Astrologer's Day	Whiteboard
4 TH	1 ST	Unit1: 7Cs of Effective Communication	Whiteboard
	2 ND	Unit4: Writing Skill: The Art of Summary Writing	Whiteboard
	3 RD	Unit4: Writing Skill: The Art of Report Writing	Whiteboard
5 TH	1 ST	Unit 3: Stopping By Woods on a Snowy Evening(Poem)	Whiteboard
	2 ND	Unit 3: Stopping By Woods on a Snowy Evening(Poem)	Whiteboard
	3 RD	Unit5: Application of English Grammar: Parts of Speech	Whiteboard
6 TH	1 ST	Unit3: The Gift of the Magi	Whiteboard
	2 ND	Unit3: The Gift of the Magi	Whiteboard
	3 RD	Unit2: Life Skills: Self-Awareness and Self-Analysis	Whiteboard

7 TH	1 ST	Unit2: Applying Soft Skills across Cultures	Whiteboard
	2 ND	Unit4: Writing Skill: Filling Up Different Forms(Offline and Online)	Whiteboard
	3 RD	Unit4: Writing Skill: Filling Up Different Forms(Offline and Online)	Whiteboard
8 TH	1 ST	Unit5: Commonly Used Administrative Terms	Whiteboard
	2 ND	Unit5: Punctuation	Whiteboard
	3 RD	Unit3:Malgudi Days- The Missing Mail	Whiteboard
9 TH	1 ST	Unit3:Malgudi Days- The Missing Mail	Whiteboard
	2 ND	Unit4: Writing Skill: Business Letter Writing	Whiteboard
	3 RD	Unit4: Writing Skill: Business Letter Writing	Whiteboard
10 TH	1 ST	Unit5:Application of English Grammar: Time, Tense and Aspects	Whiteboard
	2 ND	Unit5:Application of English Grammar: Time, Tense and Aspects	Whiteboard
	3 RD	Unit5:Application of English Grammar: Time, Tense and Aspects	Whiteboard
11 TH	1 ST	Unit3:Where the Mind is Without Fear(Poem)	Whiteboard
	2 ND	Unit3:Where the Mind is Without Fear(Poem)	Whiteboard
	3 RD	Unit1:Barriers to Effective Communication and Ways to overcome them	Whiteboard
12 TH	1 ST	Unit1: Art of Effective Communication	Whiteboard
	2 ND	Unit1: Technical Communication	Whiteboard
	3 RD	Unit4:Writing Skill: Personal Letter Writing	Whiteboard
13 TH	1 ST	Unit4:Writing Skill: Personal Letter Writing	Whiteboard
	2 ND	Unit3:Malgudi Days- Doctor's Word	Whiteboard
	3 RD	Unit3:Malgudi Days- Doctor's Word	Whiteboard
14 TH	1 ST	Unit5:One Word Substitution	Whiteboard
	2 ND	Unit4:Writing Skill: Drafting Emails, Notices and Preparing Minutes of Meetings	Whiteboard
	3 RD	Unit4: Drafting Emails, Notices and Preparing Minutes of Meetings	Whiteboard
15 TH	1 ST	Unit5:Application of English Grammar: Voice Change	Whiteboard
	2 ND	Unit5:Application of English Grammar: Voice Change	Whiteboard
	3 RD	Unit5:Application of English Grammar: Voice Change	Whiteboard

LEARNING RESOURCES:

1. M. Ashraf Rizvi. *Effective Technical Communication*. Mc-Graw Hill, 2002.
2. John Nielson. *Effective Communication Skills*. Xlibris, 2008.
3. *Roget's Thesaurus of English Words and Phrases* S. CHAND PUBLICATION.
4. Wren & Martin. *High School English Grammar and Composition*. S Chand,2024.
5. J. Thomson & A. V. Martinet. *Practical English Grammar*. Oxford University Press,1997.


16/8/24
Signature of Faculty


Signature of HOD