

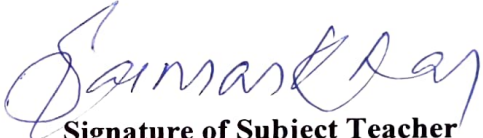
Lesson Plan

Name of the Institute:		C. V. Raman Polytechnic
Department:		Basic Science
Semester/Division/Branch:		1st sem/All Branches
Subject Name :		Communication Skills in English
Total No. of Class (Required):		45
Faculty Name:		Salman Khan
Class No.	<i>Brief description of the Topic/Chapter to be taught</i>	Remarks
1	Unit-1 Communication: Theory and Practice 7 Hours	
2	Basics of communication: Introduction, meaning and definition, process of communication etc	
3	Types of communication: formal and informal, verbal, non-verbal	
4	Written Barriers to effective communication.	
5	7 Cs for effective communication	
6	Art of Effective Communication	
7	Technical Communication	
8	Unit-2 Soft Skills for Professional Excellence 7 Hours	
9	Introduction: Soft Skills and Hard Skills	
10	Importance of soft skills.	
11	Life skills: Self-awareness and Self-analysis, adaptability, resilience, emotional intelligence and empathy etc	
12	Life skills: adaptability, resilience, emotional intelligence and empathy etc	
13	Report Writing (News reports and short official reports)	
14	Applying soft skills across cultures and Case Studies	

15	Unit-3: Reading Comprehension 12 Hours	
16	Malgudi Days: R.K. Narayan	
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18	The Room on Roof: Ruskin Bond	
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20	“The Gift of the Magi” by O. Henry	
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22	“Uncle Podger Hangs a Picture” Jerome K. Jerome	
23	Night of the Scorpion by Nissim Ezekiel	
24	Stopping by Woods on a Snowy Evening by Robert Frost	
25	Where the Mind is Without Fear by Rabindranath Tagore	
26	Ode to Tomatoes by Pablo Neruda	

27	Unit-4: Professional Writing 10 Hours	
28	The art of précis writing	
29	The art of précis writing	
30	Letters: business and personnel	
31	Letters: business and personnel	
32	Drafting e-mails	
33	Drafting notices.	
34	Drafting of minutes of a meeting etc	
35	Filling up different forms such as banks and online forms for placement etc	
36	Filling up different forms such as banks and online forms for placement etc	
37	Recapitulation of Unit-4	

38	Unit-5: Vocabulary and Grammar 7 Hours	
39	Glossary of administrative terms (English and Hindi)	
40	One-word substitution, Idioms and phrases etc.	
41	Parts of speech	
42	Parts of speech	
43	Active and passive voice	
44	Tenses	
45	Tenses	
46	Punctuation	


Signature of Subject Teacher