


**GOVERNMENT POLYTECHNIC JAIPUR**

A/ P: Ragadi, Block: Korel, Dist.: Jaipur, Odisha- 755019

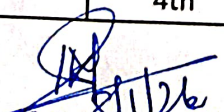
Website: <https://www.gpjajpur.org> E-mail: [principalgpjajpur@yahoo.co.in](mailto:principalgpjajpur@yahoo.co.in) Contact: 9437155107

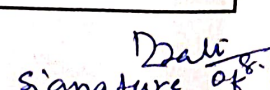
**DEPARTMENT OF MATHS AND SCIENCE**  
**LESSON PLAN**

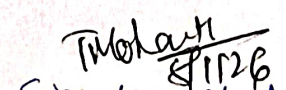
Discipline: Math and science	Semester: 1st/2nd	Name of the faculty:  Rosalina Nath/Tanushree Nayak
Subject: Communication skill in English Lab	No of Days/Week class allotted: 4	Semester-2 weeks: 15 From Date: 9.1.26 To Date: 8.5.26
Week	Class Day	Topics
1st	1st	Introduction to Listening Skill
	2nd	Listening Skill Practice
	3rd	Listening Skill Practice
	4th	Listening Skill Practice
2nd	1st	Listening Skill Practice
	2nd	Listening Skill Practice
	3rd	Listening Skill Practice
	4th	Listening Skill Practice
3rd	1st	Listening Skill Practice
	2nd	Listening Skill Practice
	3rd	introduction to phonetics(vowel)
	4th	sounds-(vowel)
4th	1st	sounds-(vowel)
	2nd	sounds-(vowel)
	3rd	diphthongs
	4th	diphthongs
5th	1st	sounds-(consonants)
	2nd	sounds-(consonants)
	3rd	sounds-(consonants)
	4th	sounds-(consonants)
	1st	transcription of words

three weeks

6th	2nd	transcription of words
	3rd	test on sound
	4th	test on sound
7th	1st	syllable division, word stress
	2nd	syllable division, word stress
	3rd	syllable division, word stress
	4th	syllable division, word stress
8th	1st	Intonation, voice
	2nd	Intonation, voice
	3rd	speaking skill-standard speech
	4th	speaking skill-standard speech
9th	1st	speaking skill-standard speech
	2nd	speaking skill-standard speech
	3rd	Group discussion
	4th	Group discussion
10th	1st	Group discussion
	2nd	Group discussion
	3rd	Group discussion
	4th	Group discussion
11th	1st	Oral presentation
	2nd	Oral presentation
	3rd	Oral presentation
	4th	Oral presentation
12th	1st	Oral presentation
	2nd	Oral presentation
	3rd	conversation practice and roleplay
	4th	conversation practice and roleplay
13th	1st	conversation practice and roleplay
	2nd	conversation practice and roleplay
	3rd	conversation practice and roleplay
	4th	conversation practice and roleplay
14th	1st	conversation practice and roleplay
	2nd	conversation practice and roleplay
	3rd	conversation practice and roleplay
	4th	conversation practice and roleplay

  
Signature of H.O.D.

  
Signature of Faculty

  
Signature of Academic Coordinator



**GOVERNMENT POLYTECHNIC, JAJPUR****A/P: Ragadi, Block: Korei, Dist.: Jajpur, Odisha-755019****Website: <https://www.gpjajpur.org> E-mail: [principalgpjajpur@yahoo.co.in](mailto:principalgpjajpur@yahoo.co.in) Contact: 9437155107**

<b>Subject: Communication skill in English</b>	<b>No of Days/Week class allotted: 3</b>	<b>Name of the Faculty- Rosalina Nath</b> <b>Semester-2</b> <b>from: 9.1.26 To : 8.5.26 No of weeks: 15</b>
<b>Week</b>	<b>Class Day</b>	<b>Topics</b>
<b>1st</b>	<b>1st</b>	Introduction
	<b>2nd</b>	meaning definition and characteristic of communication
	<b>3rd</b>	process of communication
<b>2nd</b>	<b>4th</b>	types of communication in general-formal/ Informal/verbal/non-verbal
	<b>5th</b>	formal communication and its types
	<b>6th</b>	non-verbal Communication- Meaning, areas, Signs and symbols
<b>3rd</b>	<b>7th</b>	Body Language
	<b>8th</b>	space and their types
	<b>9th</b>	verbal communication-spoken and written communication.
<b>4th</b>	<b>10th</b>	Barriers to communication
	<b>11th</b>	7cs of communication
	<b>12th</b>	Art of effective communication
<b>5th</b>	<b>13th</b>	Technical communication
	<b>14th</b>	soft skill for professional excellence
	<b>15th</b>	soft skill for professional excellence
<b>6th</b>	<b>16th</b>	Malgudi Days -An Astrologers Day
	<b>17th</b>	Malgudi Days -An Astrologers Day
	<b>18th</b>	Malgudi Days -An Astrologers Day
<b>7th</b>	<b>19th</b>	Malgudi Days - The Missing Mail
	<b>20th</b>	Malgudi Days - The Missing Mail
	<b>21st</b>	Malgudi Days - The Missing Mail
<b>8th</b>	<b>22nd</b>	Malgudi Days - Doctor's Word
	<b>23rd</b>	Malgudi Days -Doctor's Word
	<b>24th</b>	Malgudi Days -Doctor's Word
<b>9th</b>	<b>25th</b>	The Gift of the Magi
	<b>26th</b>	The Gift of the Magi

	27th	The Gift of the Magi
10th	28th	stopping by wood on a snowy evening
	29th	stopping by wood on a snowy evening
	30th	Where Mind is Without Fear
11th	31st	Where Mind is Without Fear
	32nd	Where Mind is Without Fear
	33rd	precis writing
12th	34th	letter writing
	35th	letter writing
	36th	drafting e-mail, notice
13th	37th	filling up different forms
	38th	glossary of administrative terms, one word substitution
	39th	one word substitution
14th	40th	parts of speech
	41st	parts of speech
	42nd	active passive
15th	43rd	tense
	44th	tense
	45th	punctuation

Date  
 8.1.26  
 Signature of Faculty

T.M. Singh  
 8/1/26  
 Sign. Academic Coordinator.

[Signature]  
 8/1/26  
 Signature of H.O.D.