

GOVERNMENT POLYTECHNIC JAJPUR

A/ P: Ragadli, Block: Korel, Dist.: Jajpur, Odisha- 755019

Website: <https://www.gpjalpur.org> E-mail: principalgpjalpur@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	No of
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	

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.

Date 8-1-26
Signature of Faculty

TMohanty
8-1-26
Signature of Academic Co-ordinator

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Subject: Communication skill in English	No of Days/Week class allotted: 3	Name of the Faculty- Rosalina Nath Semester-2 from: 9.1.26 To : 8.5.26 No of weeks: 15
Week	Class Day	Topics
1st	1st	Introduction
	2nd	meaning definition and characteristic of communication
	3rd	process of communication
2nd	4th	types of communication in general-formal/ Informal/verbal/non-verbal
	5th	formal communication and its types
	6th	non-verbal Communication- Meaning, areas, Signs and symbols
3rd	7th	Body Language
	8th	space and their types
	9th	verbal communication-spoken and written communication.
4th	10th	Barriers to communication
	11th	7cs of communication
	12th	Art of effective communication
5th	13th	Technical communication
	14th	soft skill for professional excellence
	15th	soft skill for professional excellence
6th	16th	Malgudi Days -An Astrologers Day
	17th	Malgudi Days -An Astrologers Day
	18th	Malgudi Days -An Astrologers Day
7th	19th	Malgudi Days - The Missing Mail
	20th	Malgudi Days - The Missing Mail
	21st	Malgudi Days - The Missing Mail
8th	22nd	Malgudi Days - Doctor's Word
	23rd	Malgudi Days -Doctor's Word
	24th	Malgudi Days -Doctor's Word
9th	25th	The Gift of the Magi
	26th	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
	31st	Where Mind is Without Fear
11th	32nd	Where Mind is Without Fear
	33rd	precis writing
	34th	letter writing
12th	35th	letter writing
	36th	drafting e-mail, notice
	37th	filling up different forms
13th	38th	glossary of dministrative terms, one word substitution
	39th	one word substitution
	40th	parts of speech
14th	41st	parts of speech
	42nd	active passive
	43rd	tense
15th	44th	tense
	45th	punctuation

Bali
8.1.26
Signature of faculty

~~T.M.Singh~~
8.1.26
Sign. Academic. Coordinator.

~~S.K.P~~
8.1.26
Signature of H.O.D.