

GOVERNMENT POLYTECHNIC, JAJPUR

A/P: Ragadi, Block: Korei, Dist.: Jajpur, Odisha-755019

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Subject: Communi- cation skill in English	No of Days/Week class allotted: 3	Semester-1 from: 6.8.25 To : 4.12.25 No of weeks: 16
Week	Class Day	Topics
1st	1st	Introduction
	2nd	meaning definition and characteristic of communication
	3rd	process of communication
2nd	1st	types of communication in general-formal/ Informal/verbal/non-verbal
	2nd	formal communication and its types
	3rd	non-verbal Communication- Meaning, areas, Signs and symbols
3rd	1st	Body Language
	2nd	space and their types
	3rd	verbal communication-spoken and written communication.
4th	1st	Barriers to communication
	2nd	7cs of communication
	3rd	Art of effective communicatin
5th	1st	Technical communication
	2nd	soft skill for professional excellence
	3rd	soft skill for professional excellence
6th	1st	Malgudi Days -An Astrologers Day
	2nd	Malgudi Days -An Astrologers Day
	3rd	Malgudi Days -An Astrologers Day
7th	1st	Malgudi Days - The Missing Mail
	2nd	Malgudi Days - The Missing Maii
	3rd	Malgudi Days - The Missing Mail
8th	1st	Malgudi Days - Doctor's Word
	2nd	Malgudi Days -Doctor's Word
	3rd	Malgudi Days -Doctor's Word
9th	1st	The Gift of the Magi
	2nd	The Gift of the Magi
	3rd	The Gift of the Magi
10th	1st	stopping by wood on a snowy evening
	2nd	stopping by wood on a snowy evening
	3rd	Where Mind is Without Fear

11th	1st	Where Mind is Without Fear
	2nd	Where Mind is Without Fear
	3rd	precis writing
12th	1st	letter writing
	2nd	letter writing
	3rd	drafting e-mail,notice
13th	1st	filling up different forms
	2nd	glossary of administrative terms,one word substitution
	3rd	one word substitution
14th	1st	parts of speech
	2nd	parts of speech
	3rd	active passive
15th	1st	tense
	2nd	tense
	3rd	punctuation

Rosalina Nalkh
 Lect - level - II
 29.7.25.