

GOVERNMENT POLYTECHNIC GAJAPATI

LESSON PLAN OF COMMUNICATIVE ENGLISH LABORATORY NAME OF THE TEACHING FACULTY: SMITA MOHANTY(LECT. S-II)

Course Name: Communication Skills in English Lab

Pattern: Yearly Pattern

Total Planned Periods: 64 Hours (32

Commencement Date: 17.08.2026

Progressive Assessment: 25 Marks

Course Code: PR 1 (Common to all branches)

Periods per Week: 02 Hours / Week

Credits: 01 Credit

Closing Date: 17.04.2027

End Semester Exam: 25 Marks (2 Hours)

Week No.	Session / Period	Unit No. & Title	Topic / Lab Activity Details	CO Mapping	Teaching / Assessment Mode
1	Periods 1-2 (2 hrs)	Unit I: Listening Skills	Introduction to Listening Process: Hearing vs. Listening, Active listening techniques, listening barriers.	CO1, CO5	Interactive Lecture & Audio Demonstration
2	Periods 3-4 (2 hrs)	Unit I: Listening Skills	Listening Practice 1: Fill in the blanks after listening to an interview (Interview 1 - Corporate/Industry leader).	CO1, CO3, CO5	Lab Audio Activity & Worksheet
3	Periods 5-6 (2 hrs)	Unit I: Listening Skills	Listening Practice 2: Fill in the blanks after listening to an interview (Interview 2 - Academician/Expert).	CO1, CO3, CO5	Lab Audio Activity & Worksheet
4	Periods 7-8 (2 hrs)	Unit I: Listening Skills	Listening Practice 3: Fill in the blanks after listening to a poem (Focus on rhythm, stress, and intonation).	CO1, CO2, CO5	Poetry Audio & Gap-fill Sheet
5	Periods 9-10 (2 hrs)	Unit I: Listening Skills	Listening Practice 4: Fill in the blanks after listening to a second poem (Focus on emotional tone and speed).	CO1, CO2	Poetry Audio & Gap-fill Sheet
6	Periods 11-12 (2 hrs)	Unit I: Listening Skills	Listening Practice 5: Listening to a short story with a moral and summarizing key lessons.	CO1, CO4, CO5	Audio Listening & Written Summary
7	Periods 13-14 (2 hrs)	Unit I: Listening Skills	Listening Practice 6: Listening to a famous speech (e.g., Steve Jobs, APJ Abdul Kalam) and listing important points/ideas.	CO1, CO4, CO5	Speech Audio & Key-point Listing
8	Periods 15-16 (2 hrs)	Unit I: Listening Skills	Unit I Review & Assessment: Comprehensive Listening Test & Lab Record Entry Verification.	CO1, CO2, CO3	Progressive Assessment / Lab Record
9	Periods 17-18 (2 hrs)	Unit II: Reading Skills	Phonetics & Sounds: Overview of Consonant sounds, Vowel sounds, and Diphthongs in English.	CO2, CO5	Phonetics Chart & Audio Pronunciation
10	Periods 19-20 (2 hrs)	Unit II: Reading Skills	Pronunciation Practice: Stress, Rhythm, Speed, and Pause control during oral reading.	CO2, CO5	Read Aloud Drills & Peer Feedback
11	Periods 21-22 (2 hrs)	Unit II: Reading Skills	Homophones & Homonyms: Definitions, distinction, contextual usage, and examples.	CO2, CO5	Interactive Vocabulary Worksheets
12	Periods 23-24 (2 hrs)	Unit II: Reading Skills	Reading Activity 1: Read aloud a given text passage and locate homophones and homonyms.	CO1, CO2, CO5	Read-Aloud Exercise & Text Analysis
13	Periods 25-26 (2 hrs)	Unit II: Reading Skills	Reading Activity 2: Read aloud a given technical/general passage and list unfamiliar words.	CO1, CO2, CO5	Passage Reading & Vocabulary Spotting

14	Periods 27-28 (2 hrs)	Unit II: Reading Skills	Vocabulary Enhancement: Recording synonyms and antonyms of identified unfamiliar words in lab manual.	CO4, CO5	Dictionary/Thesaurus Work & Lab Record
15	Periods 29-30 (2 hrs)	Unit II: Reading Skills	Advanced Reading Comprehension: Speed reading, skimming, scanning, and contextual understanding.	CO1, CO4, CO5	Comprehension Drills & Group Exercise
16	Periods 31-32 (2 hrs)	Unit II: Reading Skills	Unit II Assessment: Oral Reading Test (Pronunciation, Speed, Pause) & Vocabulary Notebook Evaluation.	CO2, CO5	Progressive Assessment / Lab Record
17	Periods 33-34 (2 hrs)	Unit III: Speaking Skills	Standard & Formal Speech: Essentials of Effective Speaking, Public Speaking basics & Etiquette.	CO2, CO3, CO4	Lecture & Model Speech Clips
18	Periods 35-36 (2 hrs)	Unit III: Speaking Skills	Self-Introduction Activity: Structuring personal & professional introductions, body language, pitch.	CO2, CO3	Individual Student Presentations
19	Periods 37-38 (2 hrs)	Unit III: Speaking Skills	Role Play 1: Doctor - Patient Scenario (Medical consultation, empathy, query handling).	CO1, CO2, CO3, CO4	Pair Role Play Activity
20	Periods 39-40 (2 hrs)	Unit III: Speaking Skills	Role Play 2: Bank Manager - Student Opening an Account (Formal inquiry, professional courtesy).	CO1, CO2, CO3, CO4	Pair Role Play Activity
21	Periods 41-42 (2 hrs)	Unit III: Speaking Skills	Role Play 3: Receptionist - Customer Scenario (Information desk, problem solving, polite etiquette).	CO1, CO2, CO3, CO4	Pair Role Play Activity
22	Periods 43-44 (2 hrs)	Unit III: Speaking Skills	Anchoring Practice 1: Welcome Speech & Formal Session Introduction in an Institute Event.	CO2, CO3, CO4	Solo Anchoring Simulation
23	Periods 45-46 (2 hrs)	Unit III: Speaking Skills	Anchoring Practice 2: Farewell Meeting Anchoring & Vote of Thanks presentation.	CO2, CO3, CO4	Solo Anchoring Simulation
24	Periods 47-48 (2 hrs)	Unit III: Speaking Skills	Telephonic Conversation Practice: Inviting a friend to a birthday party (Informal etiquette, tone).	CO1, CO2, CO3	Telephonic Pair Simulation
25	Periods 49-50 (2 hrs)	Unit III: Speaking Skills	Face to Face Conversation Practice: Career selection discussion with a friend (Formal/Semi-formal advice).	CO1, CO2, CO3, CO4	Pair Discussion Activity
26	Periods 51-52 (2 hrs)	Unit III: Speaking Skills	Group Discussion Techniques: Rules of GD, turn-taking, consensus building, body language.	CO2, CO3, CO4	GD Briefing & Demo
27	Periods 53-54 (2 hrs)	Unit III: Speaking Skills	Group Discussion 1: Topic - 'Use of mobile phones in institute premises' (Recording viewpoints).	CO1, CO2, CO3, CO4, CO5	Group Discussion & Evaluation
28	Periods 55-56 (2 hrs)	Unit III: Speaking Skills	Group Discussion 2: Topic - 'Government job vs Job in MNCs' (Recording viewpoints).	CO1, CO2, CO3, CO4, CO5	Group Discussion & Evaluation
29	Periods 57-58 (2 hrs)	Unit III: Speaking Skills	Group Discussion 3: Topic - 'Hard work vs Intelligence' (Recording viewpoints).	CO1, CO2, CO3, CO4, CO5	Group Discussion & Evaluation
30	Periods 59-60 (2 hrs)	Unit III: Speaking Skills	Group Discussion 4: Topic - 'Skill vs Knowledge' (Recording viewpoints).	CO1, CO2, CO3, CO4, CO5	Group Discussion & Evaluation
31	Periods 61-62 (2 hrs)	Unit III: Speaking Skills	Comprehensive Oral Presentations: Individual short talks on general/technical topics.	CO2, CO3, CO4	Presentation Session

32	Periods 63-64 (2 hrs)	Unit III: Speaking Skills	Final Practical Assessment, Record Book Sign-off & Mock End-Sem Examination.	CO1, CO2, CO3, CO4, CO5	Practical Exam & Evaluation
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GOVERNMENT POLYTECHNIC GAJAPATI

LESSON PLAN: COMMUNICATION SKILLS IN ENGLISH (TH 1)

NAME OF THE TEACHING FACULTY: SMITA MOHANTY(LECT. S-II)

Academic Session: 2026-2027

Weekly Load: 2 Periods

Total Planned Periods: 64

Branch: CIVIL,MECHANICAL,ELECTRICAL &CSE

Period No.	Unit No.	Topic / Sub-Topic to be Covered	CO Mapping	Teaching Pedagogy / Methodology
1	Unit-1	1.1 Basics of communication: Meaning and Definition	CO1	Lecture & Discussion
2	Unit-1	1.1 Importance and Scope of Communication in Technical Contexts	CO1	Interactive Lecture
3	Unit-1	1.2 Process of communication and communication model (Sender, Encoding, Channel, Receiver, Decoding, Feedback)	CO1	Diagrammatic Explanation & Group Discussion
4	Unit-1	1.2 Detailed discussion on Components of Communication Model & Noise	CO1	Case Study Analysis
5	Unit-1	1.3 Types of communication: Formal (upward, downward and parallel/horizontal)	CO1	Presentation & Chart Work
6	Unit-1	1.3 Types of communication: Informal (grapevine communication) - merits and demerits	CO1	Classroom Activity / Role Play
7	Unit-1	1.3 Non-verbal communication: Proxemics, Kinesics and Paralanguage	CO1	Visual Demonstrations & Videos
8	Unit-1	1.4 Barriers to effective communication (Semantics, Psychological)	CO1	Group Discussion & Examples
9	Unit-1	1.4 Barriers to effective communication (Physical and Cultural) & Overcoming Strategies	CO1	Case Analysis
10	Unit-1	1.5 7 Cs for effective communication (Considerate, Concrete, Concise, Clear, Complete, Correct, Courteous)	CO1	Worksheet Activity
11	Unit-1	1.6 Art of Effective communication: Choosing words, Voice, Modulation, Clarity, Time, Simplification of words	CO1	Practical Speaking Practice
12	Unit-1	1.7 Technical Communication: Definition, Features and Difference from General Communication	CO1	Lecture & Comparative Table
13	Unit-2	2.1 Introduction: Soft Skills and Hard Skills - Definitions and Differences	CO2	Lecture & Self-Assessment
14	Unit-2	2.1 Importance of Soft Skills in Engineering and Professional Career	CO2	Group Discussion
15	Unit-2	2.2 Deep Dive into Key Soft Skills: Teamwork, Adaptability, Problem Solving	CO2	Interactive Session
16	Unit-2	2.3 Life Skills: Self-awareness and Self-analysis (SWOT Analysis Tool)	CO2	SWOT Activity Worksheet
17	Unit-2	2.3 Applying Self-awareness for Personal & Professional Growth	CO2	Individual Presentation
18	Unit-2	2.4 Applying Soft Skills across cultures: Intercultural Sensitivity and Awareness	CO2	Lecture & Discussion
19	Unit-2	2.4 Cross-cultural Communication Etiquettes & Global Workplace Norms	CO2	Case Study / Role Play
20	Unit-2	Unit 1 & Unit 2 Review, Practical Soft Skill Exercises and Doubt Clearing	CO1, CO2	Doubt Clearing Session

21	Unit-3	3.1 Section-1 (Prose): Intro to R.K. Narayan & Malgudi Days context	C03	Lecture & Background
22	Unit-3	3.1.1 'An Astrologer's Day' by R.K. Narayan - Reading & Analysis Part 1	C03	Textual Reading & Explanation
23	Unit-3	3.1.1 'An Astrologer's Day' - Analysis Part 2, Character Sketch & Themes	C03	Discussion & Question-Answer
24	Unit-3	3.1.2 'The Missing Mail' by R.K. Narayan - Textual Reading & Plot Line	C03	Reading & Explanation
25	Unit-3	3.1.2 'The Missing Mail' - Character Analysis (Thanappa) & Theme	C03	Discussion & Exercises
26	Unit-3	3.1.3 'Doctor's Word' by R.K. Narayan - Reading & Detailed Explanation	C03	Textual Reading
27	Unit-3	3.1.3 'Doctor's Word' - Analysis of Dr. Raman's character & Ethics	C03	Question-Answer & Discussion
28	Unit-3	3.1.4 'The Gift of the Magi' by O. Henry - Story Reading & Context	C03	Guided Reading
29	Unit-3	3.1.4 'The Gift of the Magi' - Themes of Love, Sacrifice & Irony	C03	Analytical Discussion
30	Unit-3	Prose Review & Comprehension Exercises from Section-1	C03	Written Worksheet
31	Unit-3	3.2 Section-2 (Poems): Introduction to Poetic Devices & Themes	C03	Lecture
32	Unit-3	3.2.1 'Stopping by Woods on a Snowy Evening' by Robert Frost - Recitation & Line-by-line explanation	C03	Poetry Recitation & Analysis
33	Unit-3	3.2.1 'Stopping by Woods on a Snowy Evening' - Symbolism, Metaphor & Theme	C03	Classroom Discussion
34	Unit-3	3.2.2 'Where the Mind is Without Fear' by Rabindranath Tagore - Textual Analysis	C03	Recitation & Explanation
35	Unit-3	3.2.2 'Where the Mind is Without Fear' - Nationalism, Freedom & Prayer themes	C03	Group Discussion
36	Unit-3	3.2.3 'Daffodils' by William Wordsworth - Recitation & Nature Poetry Concepts	C03	Recitation & Visual Aid
37	Unit-3	3.2.3 'Daffodils' - Stanza Analysis, Rhyme Scheme & Imagery	C03	Analytical Exercise
38	Unit-3	3.2.4 'To My True Friend' by Elizabeth Pinard - Poem Explanation	C03	Reading & Discussion
39	Unit-3	3.2.4 'To My True Friend' - Theme of Gratitude & Friendship	C03	Class Activity
40	Unit-3	Comprehensive Review of Unit-3 (Prose & Poems) & Model Question Solving	C03	Revision Session
41	Unit-4	4.1 Summary writing: Rules, Techniques & Condensing Passages	C04	Lecture & Demonstration
42	Unit-4	4.1 Summary writing: Practice Exercises on Technical & General Passages	C04	Classroom Worksheet
43	Unit-4	4.2 Report writing: Structure, Types & Formats	C04	Lecture & Samples
44	Unit-4	4.2 Drafting Reports: Annual Function, Blood Donation Camp	C04	Guided Writing Practice
45	Unit-4	4.2 Drafting Reports: Poly-fest, Road Accident Reports	C04	Assignment & Writing
46	Unit-4	4.3 Applications: Writing to Principal, Hostel Superintendent, HOD, Librarian	C04	Format Analysis & Practice
47	Unit-4	4.4 Letters: 4.4.1 Personal Letters (parents, brother/sister, friend)	C04	Writing Practice
48	Unit-4	4.4.2 Business Letters: Letter of Enquiry, Placing an order	C04	Format & Practice
49	Unit-4	4.4.2 Business Letters: Complaint letter & Cancellation letter	C04	Practical Drafting

50	Unit-4	4.5 Drafting e-mail: Netiquettes, Bank manager (open account), Congratulating a friend	C04	Worksheet Practice
51	Unit-4	4.6 Notice Writing: Competitions, Inviting articles for magazines, Study tour, Lost/found items	C04	Format & Practice Exercise
52	Unit-4	4.7 CV / Resume Drafting: Difference between CV & Resume, Layout & Key Sections	C04	Resume Building Session
53	Unit-5	5.1 Vocabulary of commonly used words (Synonyms, Antonyms, Contextual usage)	C05	Vocabulary Drills
54	Unit-5	5.2 Commonly used administrative terms (English only - Official terminology)	C05	Lecture & Glossaries
55	Unit-5	5.3 One-word substitution - Important academic & professional lists	C05	Quiz & Practice
56	Unit-5	5.4 Parts of Speech: Nouns, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions	C05	Grammar Review & Exercises
57	Unit-5	5.5 Concord (Subject-Verb Agreement Rules and Errors)	C05	Rule Explanation & Worksheets
58	Unit-5	5.6 Tenses: Types, Structures and Usage in Technical Writing	C05	Grammar Drills
59	Unit-5	5.6 Tenses: Error Correction & Practical Sentence Framing	C05	Sentence Correction Practice
60	Unit-5	5.7 Voice-change: Active to Passive voice rules and transformations	C05	Rules & Worksheet
61	Unit-5	5.7 Voice-change: Application in Technical Report Writing (Passive Voice usage)	C05	Practical Application
62	Unit-5	5.8 Punctuation: Capitalization, Comma, Semi-colon, Colon, Apostrophe, Quotation marks	C05	Punctuation Exercises
63	Unit-5	Comprehensive Grammar & Vocabulary Revision	C05	Mock Test / Quiz
64	Unit-5	Final Review of Entire Syllabus, Previous Year Question Discussion & Exam Tips	C01-C05	Interactive Seminar
TOTAL		64 Planned Periods Fully Mapped		

Smita
21/7/26

Smita Nath
1st. English
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