

Government Polytechnic Loharu

Lesson Plan: Civil, Mech. CSE

Dr. Himanginee Kaushik

English and Communication Skills-IV

Week	Theory		Practical	
	Lecture Day	Topic (including assignment/ test)	Practical Day	Topic
Ist	1	Introduction to syllabus. Unit1:- All The World's A Stage- W. Shakespeare	1	Reading Practice of the above lessons in the Lab Activity classes.
	2	Life Sketch of Dr Abdul Kalam, Unit-2 Modern means of Communication (Video Conferencing)	2	Comprehension exercises of unseen passages along with the given lessons.
2nd	1	2.1 Email, Tele Conferencing, 2.2 Effective Communication Skills: 7 C's of Communication	1	Vocabulary enrichment and grammar exercises based on the above selective readings
	2	3.1 Correspondence: Inquiry Letters, Placing orders, Complaint Letters	2	Revision
3rd	1	3.2 Report Writing 3.3 Memos	1	Situational Conversation: Requesting and responding to requests; Expressing sympathy and condolence.

	2	4.1 Prepositions	2	Warning; Asking and giving information
4th	1	4.2 Conjunctions 4.3 Punctuation	1	Getting and giving permission
	2	5.1 Presentation Skills: How to prepare and deliver a good presentation	2	Practice.
5th	1	First Sessional Test (Tentative)	1	First Sessional Test (Tentative)
	2	First Sessional Test (Tentative)	2	First Sessional Test (Tentative)
6th	1	1.3 The Portrait of A Lady- Khushwant Singh	1	A small formal and informal speech.
	2	1.4 The Doctor's Word by R. K. Narayan 2.3 Non- verbal Communication	2	Revision and Practice
7th	1	2.3 Significance, types and techniques for effective communication,	1	Seminar.
	2	3.4 Circulars 3.5 Press Release	2	Practice
8th	1	3.6 Inspection notes and tips for note-taking 3.7 Corrigendum Writing	1	Debate

	2	4.4 Idioms and Phrases	2	Unseen Comprehension Passages and vocabulary enhancement.
9th	1	5.2 Telephone Etiquettes	1	Interview Skills: Preparing for the Interview and guidelines for success in the Interview and significance of acceptable body-language during the Interview.
	2	5.3 Importance of Developing Employable and Soft Skills	2	Written and Oral Drills will be undertaken in the class to facilitate a holistic linguistic competency among learners.
10th	1	Second Sessional Test (Tentative)	1	Second Sessional Test (Tentative)
	2	Second Sessional Test (Tentative)	2	Second Sessional Test (Tentative)
11th	1	1.5 Speech by Dr. Kiran Bedi at IIM Indore 2007 Leadership Concepts	1	Participation in a GD, Functional and Non-functional roles in GD, Case studies and Role Plays.
	2	1.6 The Bet by Anton Chekov	2	Practice
12th	1	2.4 Barriers and Effectiveness in Listening Skills	1	Presentations, using audio-visual aids (including power-point).
	2	2.5 Barriers and Effectiveness in Speaking Skills	2	Practice.

13th	1	3.8 Cover Letter 3.9 Drawing Inferences	1	Telephonic interviews, face to face interviews.
	2	4.5 Pairs of words (words commonly misused and confused)	2	Practice.
14th	1	4.6 Translation of Administrative and Technical Terms in Hindi or Mother Tongue 5.4 Resume Writing, Definition, kinds of Resume, Difference between Biodata and Curriculum Vitae and preparing a resume for job/internship	1	Presentations as Mode of Communication: Persuasive Presentations using multi-media aids.
	2	5.5 Group Discussions: concept and fundamentals of GD, and learning group dynamics. 5.6 Case Studies and Role Plays	2	Revision and copy checking
15th	1	Third Sessional Test(Tentative)	1	Third Sessional Test(Tentative)
	2	Third Sessional Test(Tentative)	2	Third Sessional Test(Tentative)
16th	1	Revision	1	Viva-voce
	2	Revision	2	Viva-voce