

GOVERNMENT POLYTECHNIC, MALKANGIRI

Discipline: CE,EE,EEE	Semester: 1ST	Name of the Teaching Faculty: Mr.AMIT KUMAR TIRKEY, LECTURER IN ENGLISH	
Subject: COMMUNICATION SKILLS IN ENGLISH Th-1	No. of days/ per week class allotted: 03	Semester From date: 16.08.2024 To Date: 10.12.2024 AY-2024-25 No. of Weeks: 15	
PRE-REQUISITES	Basic knowledge of English grammar and vocabularies		
Week	Class Day	Theory/Practical Topics	DELIVERY METHOD
1 ST	1 ST	Introduction to theory 1A (syllabus, objectives, patterns of questions and evaluation)	Whiteboard
	2 ND	Unit1: Basics of Communication: Introduction, Meaning & Definition, Process of Communication	Whiteboard
	3 RD	Unit1: Types of Communication: Formal & Informal; Advantages and Disadvantages	Whiteboard
2 ND	1 ST	Unit1: Areas of Verbal and Non-verbal Communication; Advantages and Disadvantages	Whiteboard
	2 ND	Unit2: Introduction to Soft Skills and Hard Skills	Whiteboard
	3 RD	Unit2: Importance of Soft Skills	Whiteboard
p3 RD	1 ST	Unit5: Vocabulary of Commonly Used Words	Whiteboard
	2 ND	Unit3: Malgudi Days- An Astrologer's Day	Whiteboard
	3 RD	Unit3: Malgudi Days- An Astrologer's Day	Whiteboard
4 TH	1 ST	Unit1: 7Cs of Effective Communication	Whiteboard
	2 ND	Unit4: Writing Skill: The Art of Summary Writing	Whiteboard
	3 RD	Unit4: Writing Skill: The Art of Report Writing	Whiteboard
5 TH	1 ST	Unit 3: Stopping By Woods on a Snowy Evening (Poem)	Whiteboard
	2 ND	Unit 3: Stopping By Woods on a Snowy Evening (Poem)	Whiteboard
	3 RD	Unit5: Application of English Grammar: Parts of Speech	Whiteboard
6 TH	1 ST	Unit3: The Gift of the Magi	Whiteboard
	2 ND	Unit3: The Gift of the Magi	Whiteboard
	3 RD	Unit2: Life Skills: Self-Awareness and Self-Analysis	Whiteboard
7 TH	1 ST	Unit2: Applying Soft Skills across Cultures	Whiteboard
	2 ND	Unit4: Writing Skill: Filling Up Different Forms (Offline and Online)	Whiteboard
	3 RD	Unit4: Writing Skill: Filling Up Different Forms (Offline and Online)	Whiteboard
8 TH	1 ST	Unit5: Commonly Used Administrative Terms	Whiteboard
	2 ND	Unit5: Punctuation	Whiteboard
	3 RD	Unit3: Malgudi Days- The Missing Mail	Whiteboard
9 TH	1 ST	Unit3: Malgudi Days- The Missing Mail	Whiteboard
	2 ND	Unit4: Writing Skill: Business Letter Writing	Whiteboard
	3 RD	Unit4: Writing Skill: Business Letter Writing	Whiteboard

10 TH	1 ST	Unit5:Application of English Grammar: Time, Tense and Aspects	Whiteboard
	2 ND	Unit5:Application of English Grammar: Time, Tense and Aspects	Whiteboard
	3 RD	Unit5:Application of English Grammar: Time, Tense and Aspects	Whiteboard
11 TH	1 ST	Unit3:Where the Mind is Without Fear(Poem)	Whiteboard
	2 ND	Unit3:Where the Mind is Without Fear(Poem)	Whiteboard
	3 RD	Unit1:Barriers to Effective Communication and Ways to overcome them	Whiteboard
12 TH	1 ST	Unit1: Art of Effective Communication	Whiteboard
	2 ND	Unit1: Technical Communication	Whiteboard
	3 RD	Unit4:Writing Skill: Personal Letter Writing	Whiteboard
13 TH	1 ST	Unit4:Writing Skill: Personal Letter Writing	Whiteboard
	2 ND	Unit3:Malgudi Days- Doctor's Word	Whiteboard
	3 RD	Unit3:Malgudi Days- Doctor's Word	Whiteboard
14 TH	1 ST	Unit5:One Word Substitution	Whiteboard
	2 ND	Unit4:Writing Skill: Drafting Emails, Notices and Preparing Minutes of Meetings	Whiteboard
	3 RD	Unit4: Drafting Emails, Notices and Preparing Minutes of Meetings	Whiteboard
15 TH	1 ST	Unit5:Application of English Grammar: Voice Change	Whiteboard
	2 ND	Unit5:Application of English Grammar: Voice Change	Whiteboard
	3 RD	Unit5:Application of English Grammar: Voice Change	Whiteboard