



NILASAILA INSTITUTE OF SCIENCE & TECHNOLOGY
SERGARH-756060, BALASORE (ODISHA)
(Approved by AICTE& affiliated to SCTE&VT, Odisha)



LESSON PLAN

SUBJECT: TH-1(A)(COMMUNICATION SKILLS IN ENGLISH)

Name Of The Faculty :- MISS ARPITA BEHERA

Branch :- ME/AE/CE

Session :- 2024-25

Semester :- 2ND

Examination :- 2025(S)

CHAPTER WISE DISTRIBUTION OF PERIODS

Sl.No.	Name of the chapter as per the Syllabus	No. of period
1	Communication :Theory and Praticce	6
2	Soft Skills for Professional Excellence	5
3	Reading Comprehension	14
4	Professional Writing	7
5	Vocabulary and Grammer	14
TOTAL		46

Arpita Behera
Sign of Faculty

[Signature]
Sign of H.O.D
31/01/25

Discipline: ME/AE/CE	Semester: 2ND	NAME OF THE TEACHING FACULTY : MISS ARPITA BEHERA	
		SESSION : 2024-25	EXAMINATION : 2025(S)
Week	Class Day	Topics to be Covered	
1st	1st	Unit-1 Communication: Theory and Practice Basics of communication: Introduction, meaning and definition, process of	
	2nd	Types of communication: formal and informal, verbal, non-verbal, and written	
	3rd	Barriers to effective communication.	
2nd	1st	7 Cs for effective communication (considerate, concrete, concise, clear, complete,	
	2nd	Art of Effective communication	
	3rd	Technical Communication.	
3rd	1st	Unit -2 Soft Skills for Professional Excellence Introduction: Soft Skills and Hard Skills.	
	2nd	Importance of soft skills.	
	3rd	Life skills: Self-awareness and Self-analysis, adaptability, resilience, emotional intelligence and empathy etc.	
4th	1st	Applying soft skills across cultures.	
	2nd	Case Studies.	
	3rd	Unit-3 Reading Comprehension Reading Text of Malgudi Day by R.K. Narayan	
5th	1st	Comprehension question and vocabulary discussion of Malgudi Days	
	2nd	Reading Text of The Room on Roof by Ruskin Bond	
	3rd	Comprehension question and vocabulary discussion of The Room on Roof:	
6th	1st	Reading Text of the "The Gift of the Magi" by O. Henry	
	2nd	1st internal assesment	
	3rd	Comprehension question and vocabulary discussion of The Gift of the Magi" by O. Henry	
7th	1st	Reading Text of "Uncle Podger Hangs a Picture" by Jerome K. Jerome	
	2nd	Comprehension question and vocabulary discussion of Uncle Podger Hangs a Picture" Jerome K. Jerome	
	3rd	Reading The poem Night of the Scorpion by Nissim Ezekiel,	
8th	1st	Comprehension question and vocabulary discussion of Night of the Scorpion	
	2nd	Reading The poem Stopping by Woods on a Snowy Evening by Robert Frost	
	3rd	Comprehension question and vocabulary discussion of Stopping by Woods on a Snowy	

9th	1st	Where the Mind is Without Fear
	2nd	Ode to Tomatoes by Pablo Neruda,
	3rd	Unit- 4 Professional Writing The art of précis writing,
10th	1st	writing business letter
	2nd	writing personal letter
	3rd	Drafting e-mail
11th	1st	notice writing
	2nd	minutes of a meeting
	3rd	Filling-up different forms such as banks and on-line forms for placement etc.
12th	1st	Unit -5 Vocabulary and Grammar Vocabulary of commonly used words
	2nd	Glossary of administrative terms
	3rd	One-word substitution
13th	1st	One-word substitution
	2nd	Idioms and phrases
	3rd	2nd internal assesment
14th	1st	Idioms and phrases
	2nd	Parts of speech
	3rd	Parts of speech
15th	1st	active voice and passive voice
	2nd	active voice and passive voice
	3rd	present tense
16th	1st	past tense
	2nd	future time
	3rd	Punctuation

Arpita Behera
Sign of Faculty


Sign of B.D.D. 11/01/25