



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



## LESSON PLAN

**SUBJECT:-COMMUNICATION SKILLS IN ENGLISH [TH-1(a)]**

**Name of the Faculty-** Miss. Arpita Behera

**Branch-** EE/EEE

**Session-** 2025-26

**Semester-** 1ST

**Examination-** 2025 (W)

### CHAPTER WISE DISTRIBUTION OF PERIODS

Sl.No.	Name of the chapter as per the Syllabus	No. of periods actually needed
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	13
<b>Total Period</b>		<b>45</b>

*Arpita Behera*  
30/07/2025

Sign of the faculty

*Arpita Behera*  
30.07.2025

Sign of H.O.D

Name of the programme: Diploma in EE/EEE	Semester:1 <sup>st</sup>	Name of the Teaching Faculty: Miss. Arpita Behera	
		Academic Year : 2025-26	Examination : 2025 (W)
Course Code: TH-1(A)	Course Year: First	No. of Classes Alloted Per Week	3
		Planned Classes Required to Complete the Course	45
Week	Class Day	Topics to be Covered	
1 <sup>st</sup>	1 <sup>st</sup>	<b>Unit-1 Communication: Theory and Practice</b> Basics of communication: Introduction, meaning and definition, process of communication etc	
	2 <sup>nd</sup>	Types of communication: formal and informal, verbal, non-verbal, and written	
	3 <sup>rd</sup>	Barriers to effective communication	
2 <sup>nd</sup>	1 <sup>st</sup>	7 Cs for effective communication (considerate,concrete,concise,clear,complete	
	2 <sup>nd</sup>	Art of effective communication	
	3 <sup>rd</sup>	Technical Communication	
3 <sup>rd</sup>	1 <sup>st</sup>	<b>Unit -2 Soft Skills for Professional Excellence</b> Introduction: Soft Skills and Hard Skills.	
	2 <sup>nd</sup>	Importance of soft skills	
	3 <sup>rd</sup>	Life skills: Self-awareness and Self-analysis, adaptability, resilience, emotional intelligence and empathy etc.	
4 <sup>th</sup>	1 <sup>st</sup>	Applying soft skills across cultures.	
	2 <sup>nd</sup>	Case Studies	
	3 <sup>rd</sup>	<b>Unit-3Reading Comrehension</b> Reading Text of Malgudi Day by R.K. Narayan	
5 <sup>th</sup>	1 <sup>st</sup>	Comprehension question and vocabulary discussion of Malgudi Days	
	2 <sup>nd</sup>	Reading Text of The Room on Roof by Ruskin Bond	
	3 <sup>rd</sup>	Comprehension question and vocabulary discussion of The Room on Roof:	
6 <sup>th</sup>	1 <sup>st</sup>	Reading Text of the“The Gift of the Magi” by O. Henry	
	2 <sup>nd</sup>	Comprehension question and vocabulary discussion of The Gift of the Magi” by O. Henry	
	3 <sup>rd</sup>	Reading Text of “Uncle Podger Hangs a Picture” by Jerome K. Jerome	

7 <sup>th</sup>	1 <sup>st</sup>	Comprehension question and vocabulary discussion of Uncle Podger Hangs a Picture” Jerome K. Jerome
	2 <sup>nd</sup>	Reading The poem Night of the Scorpion by Nissim Ezekiel,
	3 <sup>rd</sup>	Comprehension question and vocabulary discussion of Night of the Scorpion
8 <sup>th</sup>	1 <sup>st</sup>	Reading The poem Stopping by Woods on a Snowy Evening by Robert Frost
	2 <sup>nd</sup>	Comprehension question and vocabulary discussion of Stopping by Woods on a Snowy Evening
	3 <sup>rd</sup>	Where the Mind is Without Fear
9 <sup>th</sup>	1 <sup>st</sup>	Ode to Tomatos by Pablo Neruda
	2 <sup>nd</sup>	<b>Unit- 4 Professional Writing</b> The art of précis writing
	3 <sup>rd</sup>	writing business letter
10 <sup>th</sup>	1 <sup>st</sup>	writing personal letter
	2 <sup>nd</sup>	Drafting e-mail
	3 <sup>rd</sup>	notice writing
11 <sup>th</sup>	1 <sup>st</sup>	minutes of a meeting
	2 <sup>nd</sup>	Filling-up different forms such as banks and on-line forms for placement etc.
	3 <sup>rd</sup>	<b>Unit -5 Vocabulary and Grammar</b> Vocabulary of commonly used words
12 <sup>th</sup>	1 <sup>st</sup>	Vocabulary of commonly used words
	2 <sup>nd</sup>	Glossary of administrative terms
	3 <sup>rd</sup>	One-word substitution
13 <sup>th</sup>	1 <sup>st</sup>	Idioms and phrases
	2 <sup>nd</sup>	Parts of speech
	3 <sup>rd</sup>	active voice and passive voice
14 <sup>th</sup>	1 <sup>st</sup>	active voice and passive voice
	2 <sup>nd</sup>	present tense
	3 <sup>rd</sup>	past tense
15 <sup>th</sup>	1 <sup>st</sup>	future time
	2 <sup>nd</sup>	Punctuation
	3 <sup>rd</sup>	Punctuation

Abehera  
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Ant  
20.07.2025

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