

GOVERNMENT POLYTECHNIC, KANDHAMAL, PHULBANI

LESSON PLAN FOR 2026-27

DEPARTMENT: MATHEMATICS AND SCIENCE		NAME OF THE TEACHING FACULTY: HIRENDRA KUMBHAR LECTURER (STAGE-II) IN ENGLISH	SESSION: 2026-2027
SUBJECT: COMMUNICATION SKILLS IN ENGLISH		BRANCH: CIVIL, ELECTRICAL & MECHANICAL ENGG.	DATE: FROM 17/08/2026 to 17/04/2027
WEEK	NO.OF.DAYS PER WEEK CLASS ALLOTTED	CONTENTS IN DETAIL	UNIT WISE COURSE CONTENT
1 ST	1 ST	Basics of communication: Meaning and Definition	Unit-1 Communication: Theory and Practice (12 Hours) Unit-1
	2 ND	Process of communication and communication model	
2 ND	1 ST	Types of communication: formal (upward, downward and parallel/horizontal) and informal (grapevine), verbal (meaning and definition), non-verbal (proxemics, kinesics and paralanguage)	
	2 ND	Types of communication: formal (upward, downward and parallel/horizontal) and informal (grapevine), verbal (meaning and definition), non-verbal (proxemics, kinesics and paralanguage)	
3 RD	1 ST	Types of communication: formal (upward, downward and parallel/horizontal) and informal (grapevine), verbal (meaning and definition), non-verbal (proxemics, kinesics and paralanguage)	
	2 ND	Types of communication: formal (upward, downward and	

		parallel/horizontal) and informal (grapevine), verbal (meaning and definition), non-verbal (proxemics, kinesics and paralanguage)	Unit-1 Communication: Theory and Practice (12 Hours)
4 TH	1 ST	Barriers to effective communication (semantics, psychological, physical and cultural)	
	2 ND	7Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous)	
5 TH	1 ST	7Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous)	
	2 ND	Art of Effective communication (Choosing words, Voice, Modulation, Clarity, Time, Simplification of words)	
6 TH	1 ST	Art of Effective communication (Choosing words, Voice, Modulation, Clarity, Time, Simplification of words)	
	2 ND	Technical Communication (Definition and features)	
7 TH	1 ST	Vocabulary of commonly used words	Unit-5: Vocabulary and Grammar (06 hours)
	2 ND	Commonly used administrative terms (English only)	
8 TH	1 ST	One-word substitution	
	2 ND	Parts of Speech	
9 TH	1 ST	Parts of Speech	
	2 ND	Concord	
10 TH	1 ST	Introduction: Soft Skills and Hard Skills	Unit-2: Soft Skills for Professional Excellence (08 Hours)
	2 ND	Introduction: Soft Skills and Hard Skills	
11 TH	1 ST	Importance of Soft Skills	
	2 ND	Importance of Soft Skills	
12 TH	1 ST	Life Skills: Self-awareness and Self-analysis	
	2 ND	Life Skills: Self-awareness and Self-	

		analysis	
13 TH	1 ST	Applying Soft Skills across cultures	
	2 ND	Applying Soft Skills across cultures	
14 TH	1 ST	"An Astrologer's Day" by R.K. Narayan	Unit-3: Reading Comprehension Section-1 (Prose) (12 hours)
	2 ND	"An Astrologer's Day" by R.K. Narayan	
15 TH	1 ST	"An Astrologer's Day" by R.K. Narayan	
	2 ND	"The Missing Mail" by R.K. Narayan	
16 TH	1 ST	"The Missing Mail" by R.K. Narayan	
	2 ND	"The Missing Mail" by R.K. Narayan	
17 TH	1 ST	"Doctor's Word" by R.K. Narayan	
	2 ND	"Doctor's Word" by R.K. Narayan	
18 TH	1 ST	"Doctor's Word" by R.K. Narayan	
	2 ND	"The Gift of the Magi" by O. Henry	
19 TH	1 ST	"The Gift of the Magi" by O. Henry	
	2 ND	"The Gift of the Magi" by O. Henry	
20 TH	1 ST	"Stopping by Woods on a Snowy Evening" by Robert Frost,"	Unit-3: Reading Comprehension Section-2(Poems) (08 hours)
	2 ND	"Stopping by Woods on a Snowy Evening" by Robert Frost,"	
21 ST	1 ST	"Where the Mind is Without Fear" by Rabindranath Tagore	
	2 ND	"Where the Mind is Without Fear" by Rabindranath Tagore	
22 ND	1 ST	"Daffodils" by William Wordsworth	
	2 ND	"Daffodils" by William Wordsworth	
23 RD	1 ST	"To My True Friend" by Elizabeth Pinard	
	2 ND	"To My True Friend" by Elizabeth Pinard	
24 TH	1 ST	Summary writing	Unit-4: Professional
	2 ND	Report writing (Annual Function, Blood Donation Camp, Poly-fest, Road Accident)	

25 TH	1 ST	Applications- Principal, Hostel Superintendent, HOD, Librarian	Writing (04 hours)
	2 ND	Applications- Principal, Hostel Superintendent, HOD, Librarian	
26 TH	1 ST	Letters: Personal Letters: parents, brother/sister, friend.	Unit-4: Professional Writing (08 hours)
	2 ND	Letters: Personal Letters: parents, brother/sister, friend.	
27 TH	1 ST	Business Letters-Letter of Enquiry, Placing an order, complaint and cancellation	
	2 ND	Business Letters-Letter of Enquiry, Placing an order, complaint and cancellation	
28 TH	1 ST	Drafting e-mail- Bank manager to open an account. Congratulating a friend on his/her achievement	
	2 ND	Drafting e-mail- Bank manager to open an account. Congratulating a friend on his/her achievement	
29 TH	1 ST	Notice Writing: competitions, inviting articles for magazines, study tour, lost/found items	
	2 ND	CV/Resume	
30 TH	1 ST	Concord	
	2 ND	Tenses	
31 ST	1 ST	Tenses	Unit-5: Vocabulary and Grammar (06 hours)
	2 ND	Voice-change	
32 ND	1 ST	Voice-change	
	2 ND	Punctuation	

Hinendra Kumar

Signature of the Faculty concerned

Lead. (Stage-II) in English

HOD 30/07/2026

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