



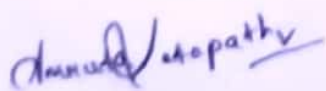
SYNERGY SCHOOL OF ENGINEERING, DHENKANAL

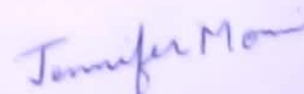
DEPARTMENT OF ENGLISH

LESSON PLAN FOR COMMUNICATION SKILLS IN ENGLISH TH-1(a)

Discipline: EE, CE, MIN	Semester: 1 st Sem	Name of teaching faculty: Mrs. Jennifer Momin & Ms. Amruta Satapathy	
Subject: CSE	No. of days class allotted per week: 3	Date of commencement: 10/09/2024 To: 22/12/24	
Week	Class per day	Unit	Theory Topics
1	1	1	Basics of communication: Introduction, meaning and definition
	2		Process of communication
	3		Types of communication: formal and informal
2	1		Types of communication: formal and informal
	2		Verbal & Non-verbal communication
	3		Barriers to effective communication
3	1		7 Cs for effective communication (considerate, concrete, concise)
	2		7 Cs for effective communication (clear, complete, correct, courteous)
	3		Art of Effective communication Choosing words, Voice, Modulation
4	1		Art of Effective communication- Clarity, Time, Simplification of words
	2		Technical Communication
	3		Introduction: Soft Skills
5	1	2	Introduction: Hard Skills
	2		Importance of Soft Skills
	3		Life Skills: Self-awareness
6	1		Life Skills: Self-analysis
	2		Applying Soft Skills across cultures
	3		Comprehension: (Malgudi Days by R.K. Narayan) An Astrologer's Day
7	1	3	An Astrologer's Day (Comprehension, vocabulary enhancement and grammar exercises)
	2		The Missing Mail
	3		The Missing Mail(Comprehension, vocabulary enhancement and grammar exercises)

8	1	Doctor's Word
	2	Doctor's Word (Comprehension, vocabulary enhancement and grammar exercises)
	3	The Gift of the Magi by O. Henry
9	1	The Gift of the Magi (Comprehension, vocabulary enhancement and grammar exercises)
	2	Stopping by Woods on a Snowy Evening by Robert Frost
	3	Stopping by Woods on a Snowy Evening (Comprehension, vocabulary enhancement and grammar exercises)
10	1	Where the Mind is Without Fear by Rabindranath Tagore
	2	Where the Mind is Without Fear (Comprehension, vocabulary enhancement and grammar exercises)
	3	Professional Writing: Summary writing
11	1	Report writing
	2	Letters: Business
	3	Letters: Personal
12	1	Drafting e-mail
	2	Notices
	3	Minutes of a Meeting
13	1	Filling-up different forms such as banks and on-line forms for placement
	2	Vocabulary of commonly used words & administrative terms (English only)
	3	One-word substitution
14	1	Parts of Speech
	2	Active and Passive voice
	3	Tenses
15	1	Punctuation
	2	Revision
	3	Revision


Signature of Faculty


Signature of HOD