

BARGAON INSTITUTE OF TECHNOLOGY

DEPT. OF BASIC SCIENCE & HUMANITIES

LESSON PLAN

DISCIPLINE: All Branches

COURSE CODE: TH 1

NAME OF THE FACULTY:

SUBJECT: Communication Skills in English

TOTAL PERIODS: 64

NO. OF PERIODS / WEEK: 02

SL. NO.	WEEK	CLASS DATE	NO. OF CLASS / DAY	TOPICS PLANNED TO BE COVERED	SIGNATURE
01	01		Class 1	UNIT 1: COMMUNICATION: THEORY & PRACTICE Basics of communication: Meaning and Definition	
01	01		Class 2	Process of communication and communication model	
02	02		Class 3	Types of communication: Formal (Upward, downward, parallel/horizontal)	
02	02		Class 4	Informal communication (Grapevine)	
03	03		Class 5	Verbal communication (Meaning and definition)	
03	03		Class 6	Non-verbal communication (Proxemics, kinesics, and paralanguage)	
04	04		Class 7	Barriers to effective communication (Semantics, psychological)	
04	04		Class 8	Barriers to effective communication (Physical and cultural)	
05	05		Class 9	7 Cs for effective communication (Considerate, concrete, concise, clear)	
05	05		Class 10	7 Cs for effective communication (Complete, correct, courteous)	
06	06		Class 11	Art of Effective Communication: Choosing words, Voice, Modulation, Clarity, Time, Simplification	
06	06		Class 12	Technical Communication: Definition and features	
07	07		Class 13	UNIT 2: SOFT SKILLS FOR PROFESSIONAL EXCELLENCE Introduction: Soft Skills and Hard Skills	
07	07		Class 14	Key differences between Soft Skills and Hard Skills with real-world examples	
08	08		Class 15	Importance of Soft Skills in professional life and career advancement	
08	08		Class 16	Life Skills: Self-awareness concept and exercises	
09	09		Class 17	Life Skills: Self-analysis (SWOT Analysis technique)	
09	09		Class 18	Applying Soft Skills across diverse cultures & cross-cultural communication	
10	10		Class 19	Interpersonal skills development and workplace etiquette	

10	10		Class 20	Group discussion skills & professional behavioral norms	
11	11		Class 21	UNIT 3: READING COMPREHENSION Prose: Excerpts from Malgudi Days by R.K. Narayan - Introduction	
11	11		Class 22	3.1.1 "An Astrologer's Day" - Reading, Analysis & Theme	
12	12		Class 23	"An Astrologer's Day" - Vocabulary enhancement, Grammar exercises & Discussion	
12	12		Class 24	3.1.2 "The Missing Mail" - Detailed Reading & Textual Analysis	
13	13		Class 25	"The Missing Mail" - Comprehension Questions & Vocabulary Practice	
13	13		Class 26	3.1.3 "Doctor's Word" - Detailed Reading & Narrative Technique	
14	14		Class 27	"Doctor's Word" - Comprehension Exercises & Grammar Applications	
14	14		Class 28	3.1.4 "The Gift of the Magi" by O. Henry - Story Reading & Central Theme	
15	15		Class 29	"The Gift of the Magi" - Character Analysis, Literary Devices & Vocabulary	
15	15		Class 30	Section-2 (Poems): Introduction to Poetic Devices and Interpretation	
16	16		Class 31	3.2.1 "Stopping by Woods on a Snowy Evening" by Robert Frost - Stanza Analysis	
16	16		Class 32	"Stopping by Woods on a Snowy Evening" - Themes, Imagery & Questions	
17	17		Class 33	3.2.2 "Where the Mind is Without Fear" by Rabindranath Tagore - Detailed Analysis	
17	17		Class 34	"Where the Mind is Without Fear" - Central Idea, Message & Exercises	
18	18		Class 35	3.2.3 "Daffodils" by William Wordsworth - Poem Recitation & Explanation	
18	18		Class 36	"Daffodils" - Romantic Poetry Characteristics, Figures of Speech & Vocabulary	
19	19		Class 37	3.2.4 "To My True Friend" by Elizabeth Pinard - Textual Reading & Analysis	
19	19		Class 38	"To My True Friend" - Comprehension Questions & Theme Discussion	
20	20		Class 39	Overall Reading Comprehension Practice Passages & Critical Thinking	
20	20		Class 40	Comprehensive Vocabulary Enhancement Exercises based on Reading Texts	

21	21		Class 41	UNIT 4: PROFESSIONAL WRITING 4.1 Summary writing techniques and rules	
21	21		Class 42	Summary writing practice on provided passages	
22	22		Class 43	4.2 Report writing format and structure (Annual Function, Blood Donation Camp)	
22	22		Class 44	Report writing practice (Poly-fest, Road Accident)	
23	23		Class 45	4.3 Applications writing: Principal and Hostel Superintendent	
23	23		Class 46	Applications writing: Head of Department (HOD) and Librarian	
24	24		Class 47	4.4 Letters: 4.4.1 Personal Letters (Parents, brother/sister, friend)	
24	24		Class 48	4.4.2 Business Letters: Letter of Enquiry and Placing an order	
25	25		Class 49	Business Letters: Complaint letter and Cancellation letter	
25	25		Class 50	4.5 Drafting e-mail: Bank manager to open an account & Congratulating a friend	
26	26		Class 51	4.6 Notice Writing: Competitions, inviting articles for magazines, study tour, lost/found items	
26	26		Class 52	4.7 CV / Resume drafting with cover letter	
27	27		Class 53	UNIT 5: VOCABULARY AND GRAMMAR 5.1 Vocabulary of commonly used words	
27	27		Class 54	5.2 Commonly used administrative terms (English only)	
28	28		Class 55	5.3 One-word substitution concepts and practice	
28	28		Class 56	5.4 Parts of Speech: Noun, Pronoun, Verb, Adjective, Adverb, Preposition, Conjunction	
29	29		Class 57	5.5 Concord (Subject-Verb Agreement rules & exercises)	
29	29		Class 58	5.6 Tenses: Present, Past, Future tenses and their usage	
30	30		Class 59	5.7 Voice change: Active and Passive Voice conversion rules	
30	30		Class 60	Voice change: Advanced sentence structures practice	
31	31		Class 61	5.8 Punctuation rules and usage in professional writing	
31	31		Class 62	Comprehensive Grammar & Vocabulary Assessment Practice	
32	32		Class 63	Revision of Unit 1, Unit 2, and Unit 3	
32	32		Class 64	Revision of Unit 4 and Unit 5 & Exam Preparation Guidelines	

Signature of Faculty

Principal