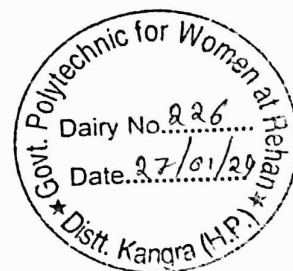


**Department of Civil Engg.  
Govt. Polytechnic for Women Rehan  
Distt. – Kangra (H.P.) - 176022**



**LESSON PLAN**

Program Name	Civil Engg.
Subject Name	PCS
Subject Code	-
Semester	6th
Subject Teacher Name	Anjna Kumari

**Evaluation Scheme**

Sr. No.	Subject Name	Study scheme (Hrs/Week)		Marks in Evaluation Scheme					
				Internal Assessment			External Assessment		
		Th	Pr	Th	Pr	Total	Th	Pr	Total
1.	SCA	-	2	-	50	50	-	50	50

**Course Outcomes (COs)**

CO – 1	Communication Skills of students will be improved.
CO – 2	Writing Skills of students will be improved.
CO – 3	Students will be capable to succeed in interview and group discussion.
CO – 4	They will be capable of working in MNCs.
CO – 5	Pronunciation of students will be improved.

**SCA Plan:**

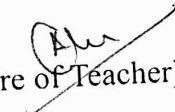
Sr.No.	Name of Practical	Proposed		Actual Date		Remarks
		G1	G2	G1	G2	
1.	Exercises on Phonetics: Introduction					
	1.1 Identification of English Phonemes	30-1-24	3-2-24			

*ANJNA*

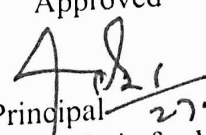
	1.2 Stress & Intonation	6-2-24	17-2-24			
	1.3 Speaking Exercises with emphasis on voice modulation (reading & extempore)	13-2-24	17-2-24			
2.	<b>Group Discussion</b>	20-2-24	16-3-24			
3.	<b>Exercises on</b>					
	Self Assessment using tools like SWOT analysis	5-3-24	23-3-24			
	Listening Skills	5-3-24	23-3-24			
4.	<b>Internet Communication &amp; Correspondence</b>					
	4.1 Resume Writing	12-3-24	30-3-24			
	4.2 Covering letter	12-3-24	30-3-24			
	4.3 Agenda and Minutes of meeting	19-3-24	6-4-24			
	4.4 Business Correspondence	26-3-24	20-4-24			
5.	<b>Exercises on</b>					
	5.1 Body language and Dress Sense	2-4-24	27-4-24			
	5.2 Etiquettes and mannerism in difficult situations like business meetings, Table manners, Telephone etiquettes.	16-4-24	27-4-24			
	5.3 Manners related to opposite gender	23-4-24	4-5-24			
	5.4 Cross-cultural Communication	23-4-24	4-5-24			

(A)

6.	Mock-Interview	30-4-24	18-5-24			
7.	Role plays for effective Communication.	7-5-24	25-5-24			
	House- Test	14-5-24	-			
	Revision	21-5-24	-			

  
(Signature of Teacher)

  
(Signature of HOD)

Approved  
  
Principal- 27.1.24  
Govt. Polytechnic for Women  
Rehan Dist. Kangra (H.P.)