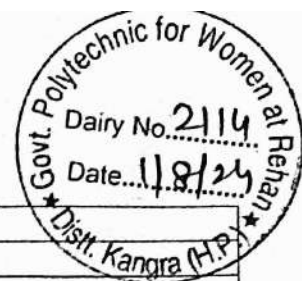


LESSON PLAN



Program Name	Architectural Assistantship
Subject Name	Communication Skills in English
Subject Code	HS101&105
Semester	1st
Subject Teacher Name	Anjna Kumari

Evaluation Scheme

Sr. No.	Subject Name	Study scheme (Hrs/Week)		Marks in Evaluation Scheme					
				Internal Assessment			External Assessment		
		Th+dcs	Lab	Th.	Pr.	Total	Th.	Pr.	Total
1.	Comm. Skills in English	3	2	40	40	80	60	60	120
Reference Books		Oxford Dictionary, John Nielson. Effective Communication Skills.Xlibris,2008. J.D.O'Connor. Better English Pronunciation.Cambridge:Cambridge University Press,1980. M. Ashrif Rizvi. Effective Technical Communication. Mc- Graw Hill:Delhi,2002.							

Course Outcomes (COs)

CO – 1	Students will be confident in speaking English with correct pronunciation.
CO – 2	Communication skills of the students i.e. listening , speaking, reading and writing will be enhanced.
CO – 3	Overall personality of the students will be enhanced .
CO – 4	They will learn how to face an interview, how to participate in group discussion.

Teaching Plan

	Name of Topic	Proposed Date	Actual Date	Remarks
Communication:Theory& Practices	Basics of Communication	12,13/8/24		
	Types of Communication	16/8/24		
	7Cs for Comm.	19/8/24		
	Art of effective Comm.	20/8/24		
	Technical Comm.	23,27/8/24		
Soft Skills for Professional Excellence	Introduction: Soft skills &Hard skills	30/8/24		
	Importance of soft Skills	2/9/24		
	Life Skills	3,6/9/24		
	Applying soft skills across cultures	9,10/9/24		
Reading Comprehension: Short Stories &Poetry.	"The Gift of the Magi"	13,16/9/24		
	"Uncle Podger Hangs a Picture"	17,20/9/24		
	"Night of the Scorpion"	23,24/9/24		
	"Stopping by Woods on a Snowy Evening"	27/9/24		
	"Where the Mind is Without Fear"	30/9/24		
Professional Writing	Precis writing,	1,4/10/24		
	Business & Personal letters.	7,8/10/24		
	Drafting e-mail,notices,minutes of a meeting	11,14,15,18/10/24		
Vocabulary &Grammar	Glossary of Administrative Terms	21/10/24		
	One word substitution	22/10/24		
	Idioms & Phrases	25/10/24		

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	Parts of speech	4,5,8/11/24		
	Active & Passive Voice	18,19,22/11/24		
	Tenses & Pronunciation	25,26,29/11/24		
	Revision	2/12/234		

Assignments

Assignment No	Contents of Syllabus Covered	Proposed Date	Actual Date	Remarks
A-1	Unit-1 & Unit-2	16/09/2023		
A-2	Unit-3 & Unit-4	18/10/2023		
A-3	Unit-5	22/11/2023		

House Test/Class Test

Name of test	Syllabus for Tests	Proposed Date	Actual Date	Remarks
Class Test -1	30%	As per HPTSB Academic Schedule		
Class Test -2	Next 30%			
House Test - 1	80%			

Lab Plan:

Exp. No.	Name of Experiment	Proposed Date	Actual Date	Remarks
	Introduction	8/8/24		
1	Listening Skills.	22/8/24		
2	Introduction to Phonetics.	29/8/5, 12/9/24		
3	Word Stress, Intonation.	19,26/9/24		
4	Voice Modulation.	3,10/10/24		
5	Group Discussion	24/10/24		
6	Presentation	7/11/24		
7	Role-Play	21/11/24		
8	Mock Interview	28/11/24+		

(Signature of Teacher)

(Signature of HOD)

Approved

Principal

Govt. Polytechnic for Women
Rehan Distt. Kangra (H.P.)