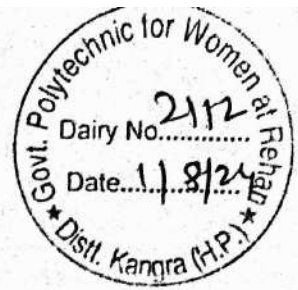


**Department of Applied Sciences & Humanities**  
**Govt. Polytechnic for Women Rehan**  
**Distt. – Kangra (H.P.) - 176022**



**LESSON PLAN**

Program Name	Civil Engineering
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+des	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	14 to 16/8/24		
	Types of Communication	21 to 23/8/24		
	7Cs for Comm.	28/8/24		
	Art of effective Comm.	29/8/24		
	Technical Comm.	30/8/24		
Soft Skills for Professional Excellence	Introduction: Soft skills & Hard skills	4/9/24		
	Importance of soft Skills	5/9/24		
	Life Skills	6/9/24		
	Applying soft skills across cultures	11/9/24		
Reading Comprehension: Short Stories & Poetry.	"The Gift of the Magi"	12, 13/9/24		
	"Uncle Podger Hangs a Picture"	18, 19, 20/9/24		
	"Night of the Scorpion"	25, 26, 27/9/24		
	"Stopping by Woods on a Snowy Evening"	3, 4/10/24 9/10		
	"Where the Mind is Without Fear"	16, 18/10/24		
Professional Writing	Precis writing,	23/10/24		
	Business & Personal letters.	24, 25/10/24		

*Am*

*AL*

	Drafting e-mail, notices, minutes of a meeting	6,7,8/11/24		
Vocabulary & Grammar	Glossary of Administrative Terms	20/11/24		
	One word substitution	21/11/24		
	Idioms & Phrases	22/11/24		
	Parts of speech	27/11/24		
	Active & Passive Voice	28/11/24		
	Tenses & Pronunciation	29/11/24		
	Revision			

### Assignments

Assignment No	Contents of Syllabus Covered	Proposed Date	Actual Date	Remarks
A-1	Unit-1 & Unit-2	12/09/2024		
A-2	Unit-3 & Unit-4	25/10/2024		
A-3	Unit-5	20/11/2024		

### 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
		G1	G2	G1	G2	
	Introduction	7,14/8/24	5,12/8/24			
1	Listening Skills.	21,28/8/24	19/8/24			
2	Introduction to Phonetics.	4,11,18/9/24	2,9,16/9/24			
3	Word Stress, Intonation.	25/9/24	23,30/9/24			
4	Voice Modulation.	9,16/10/24	7,14/10/24			
5	Group Discussion	23,30/10/24	21/10/24			
6	Presentation	6/11/23	28/10/24			
7	Role-Play	20/11/23	4,18/11/24			
8	Mock Interview	27/11/23	25/11/24			

(Signature of Teacher)

(Signature of HOD)

Approved

Principal

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