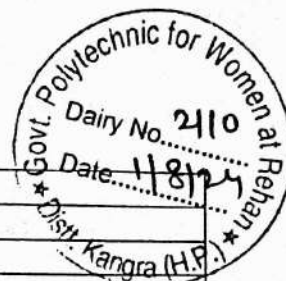


LESSON PLAN



Program Name	Computer Engineering
Subject Name	Communication Skills in English
Subject Code	HS101&105
Semester	Ist
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	17/8/24		
	7Cs for Comm.	19/8/24		
	Art of effective Comm.	20/8/24		
	Technical Comm.	24,27/8/24		
Soft Skills for Professional Excellence	Introduction: Soft skills & Hard skills	31/8/24		
	Importance of soft Skills	2,3/9/24		
	Life Skills	7/9/24		
	Applying soft skills across cultures	9,10,16/9/24		
Reading Comprehension: Short Stories & Poetry.	"The Gift of the Magi"	17,21/9/24		
	"Uncle Podger Hangs a Picture"	23,24/9/24		
	"Night of the Scorpion"	28,30/9/24		
	"Stopping by Woods on a Snowy Evening"	1,5/10/24		
	"Where the Mind is Without Fear"	7/10/24		
Professional Writing	Precis writing,	8/10/24		
	Business & Personal letters.	14/10/24		
	Drafting e-mail, notices, minutes of a meeting	15,19/10/24		
Vocabulary & Grammar	Glossary of Administrative Terms	21,22/10/24		
	One word substitution	26/10/24		
	Idioms & Phrases	4,5/11/24		

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	Parts of speech	18/11/24		
	Active & Passive Voice	19,23/11/24		
	Tenses & Pronunciation	25,26/11/24		
	Revision	2/12/24		

Assignments

Assignment No	Contents of Syllabus Covered	Proposed Date	Actual Date	Remarks
A-1	Unit-1 & Unit-2	17/09/2024		
A-2	Unit-3 & Unit-4	22/10/2024		
A-3	Unit-5	23/11/2024		

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		
	Introduction	17/8/24	14/8/24		
1	Listening Skills.	24/8/24	21,28/9/24		
2	Introduction to Phonetics.	31/8,7,21/9/24	4,11/9/24		
3	Word Stress, Intonation.	28/9/24	18,25/9/24		
4	Voice Modulation.	5/10/24	9,16/10/24		
5	Group Discussion	19/10/24	23/10/24		
6	Presentation	26/10/24	6/11/24		
7	Role-Play	2/11/24	20/11/24		
8	Mock Interview	23/11/24	27/11/24		
9	Revision	30/11/24	-----		

(Signature of Teacher)

(Signature of HOD)

Approved

Principal

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