



GOVERNMENT POLYTECHNIC, KENDRAPARA, DEPARTMENT OF HUMANITIES AND SCIENCE

Discipline: ELECT/ETC	Semester: 1ST/2ND COMMON	Name of the Teaching Faculty: Dr. Anuja Khatua, Lecturer in English (Stage-II)	
Subject: COMMUNICATION SKILLS IN ENGLISH Th-1	No. of days/per week class allotted: 03	Semester From date: 09.01.2026 To Date: 08.05.2026 No. of Weeks: 15	
PRE-REQUISITES	Basic knowledge of English grammar and vocabularies		
COURSE OUTCOMES	<p>CO1: Understand the meaning, process of communication, types of communication and barrier in communication and manner to communicate effectively.</p> <p>CO2: Comprehend soft skill and hard skill and to apply it in day to day life.</p> <p>CO3: Comprehend the seen passages and develop basic speaking and writing skills including proper usage of language and vocabulary so that they can become highly confident and skilled speakers and writers.</p> <p>CO4: Write personnel & business letter and drafting of notice and minutes of a meeting.</p> <p>CO5: Apply Enhancement of vocabulary and apply English grammar rules correctly while framing a sentence, and writing letter, application etc.</p>		
Week	Class Day	Theory/Practical Topics	DELIVERY METHOD
1 ST	1 ST	Introduction to theory 1A (syllabus, objectives, patterns of questions and evaluation)	Whiteboard
	2 ND	Unit 1: Basics of Communication: Introduction, Meaning & Definition, Process of Communication	Whiteboard
	3 RD	Unit 1: Types of Communication: Formal & Informal; Advantages and Disadvantages	Whiteboard
2 ND	1 ST	Unit 1: Areas of Verbal and Non-verbal Communication; Advantages and Disadvantages	Whiteboard
	2 ND	Unit 2: Introduction to Soft Skills and Hard Skills	Whiteboard
	3 RD	Unit 2: Importance of Soft Skills	Whiteboard
3 RD	1 ST	Unit 5: Vocabulary of Commonly Used Words	Whiteboard
	2 ND	Unit 3: Malgudi Days- An Astrologer's Day	Whiteboard
	3 RD	Unit 3: Malgudi Days- An Astrologer's Day	Whiteboard
4 TH	1 ST	Unit 1: 7Cs of Effective Communication	Whiteboard
	2 ND	Unit 4: Writing Skill: The Art of Summary Writing	Whiteboard
	3 RD	Unit 4: Writing Skill: The Art of Report Writing	Whiteboard
5 TH	1 ST	Unit 3: Stopping By Woodson a Snowy Evening (Poem)	Whiteboard
	2 ND	Unit 3: Stopping By Woodson a Snowy Evening (Poem)	Whiteboard
	3 RD	Unit 5: Application of English Grammar: Parts of Speech	Whiteboard
6 TH	1 ST	Unit 3: The Gift of the Magi	Whiteboard
	2 ND	Unit 3: The Gift of the Magi	Whiteboard

	3 RD	Unit2: Life Skills: Self-Awareness and Self-Analysis	Whiteboard
7 TH	1 ST	Unit2: Applying Soft Skills across Cultures	Whiteboard
	2 ND	Unit4: Writing Skill: Filling Up Different Forms (Offline and Online)	Whiteboard
	3 RD	Unit4: Writing Skill: Filling Up Different Forms (Offline and Online)	Whiteboard
8 TH	1 ST	Unit5: Commonly Used Administrative Terms	Whiteboard
	2 ND	Unit5: Punctuation	Whiteboard
	3 RD	Unit3: Malgudi Days- The Missing Mail	Whiteboard
9 TH	1 ST	Unit3: Malgudi Days- The Missing Mail	Whiteboard
	2 ND	Unit4: Writing Skill: Business Letter Writing	Whiteboard
	3 RD	Unit4: Writing Skill: Business Letter Writing	Whiteboard
10 TH	1 ST	Unit5: Application of English Grammar: Time, Tense and Aspects	Whiteboard
	2 ND	Unit5: Application of English Grammar: Time, Tense and Aspects	Whiteboard
	3 RD	Unit5: Application of English Grammar: Time, Tense and Aspects	Whiteboard
11 TH	1 ST	Unit3: Where the Mind is Without Fear (Poem)	Whiteboard
	2 ND	Unit3: Where the Mind is Without Fear (Poem)	Whiteboard
	3 RD	Unit1: Barrier to Effective Communication and Ways to Overcome them	Whiteboard
12 TH	1 ST	Unit1: Art of Effective Communication	Whiteboard
	2 ND	Unit1: Technical Communication	Whiteboard
	3 RD	Unit4: Writing Skill: Personal Letter Writing	Whiteboard
13 TH	1 ST	Unit4: Writing Skill: Personal Letter Writing	Whiteboard
	2 ND	Unit3: Malgudi Days- Doctor's Word	Whiteboard
	3 RD	Unit3: Malgudi Days- Doctor's Word	Whiteboard
14 TH	1 ST	Unit5: One Word Substitution	Whiteboard
	2 ND	Unit4: Writing Skill: Drafting Emails, Notices and Preparing Minutes of Meetings	Whiteboard
	3 RD	Unit4: Drafting Emails, Notices and Preparing Minutes of Meetings	Whiteboard
15 TH	1 ST	Unit5: Application of English Grammar: Voice Change	Whiteboard
	2 ND	Unit5: Application of English Grammar: Voice Change	Whiteboard
	3 RD	Unit5: Application of English Grammar: Voice Change	Whiteboard

LEARNING RESOURCES:

1. M. Ashraf Rizvi. *Effective Technical Communication*. Mc-Graw Hill, 2002.
2. John Nielson. *Effective Communication Skills*. Xlibris, 2008.
3. *Roget's Thesaurus of English Words and Phrases*. S. CHAND PUBLICATION.
4. Wren & Martin. *High School English Grammar and Composition*. S Chand, 2024.
5. J. Thomson & A. V. Martinet. *Practical English Grammar*. Oxford University Press, 1997.

Signature of Faculty
concerned

P. Anand
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