



**GOVERNMENT POLYTECHNIC, KENDRAPARA,
DEPARTMENT OF HUMANITIES AND SCIENCE**

Discipline: ELECT/ETC	Semester: 1 ST /2 ND COMMON	Name of the Teaching Faculty: Dr. Anuja Khatua, Lecturer in English (Stage-II)	
Subject: COMMUNICATI ON SKILLS IN ENGLISH Pr-1 (a)	No. ofdays/per week classallotte d:04	Semester From date: 09.01.2026 To Date:08.05.2026 No.of Weeks:15	
PRE- REQUISITES	Basic knowledge of English grammar and vocabulary		
COURSE OUTCOMES	CO1: Apply four Skills i.e Listening, Speaking, Reading and Writing effectively in day-to-day life. CO2: Use of correct pronunciation, intonation, stress, rhythm, speed, and pause while communicating with others. CO3:Comprehend the basic etiquette of interview, GD, conversation and presentation.		
Week	Class Day	Theory/Practical Topics	DELIVERY METHOD
1 ST	1 ST	Unit 1:ListeningSkills(Meaning,Process,TypesandEffective Tips)	Whiteboard/PPT
	2 ND	Unit 1:ListeningSkills:IntroductiontoRecordedLectures,Poems,AudioContent	Whiteboard/PPT
2 ND	1 ST	Unit 1:ListeningSkills:IntroductiontoRecordedLectures,Poems,AudioContent	Whiteboard/PPT
	2 ND	Unit 1:ListeningSkills:IntroductiontoRecordedLectures,Poems,AudioContent	Whiteboard/PPT
3 RD	1 ST	Unit 1:ListeningSkills:AssessmentActivity	Whiteboard/PPT
	2 ND	Unit 2:Phonetics(Meaning,ImportanceofPhonetics&IntroductiontoIPA)	Whiteboard/PPT
4 TH	1 ST	Unit 2:Phonetics(IntroductiontoConsonantSounds)	Whiteboard/PPT
	2 ND	Unit 2:Phonetics(IntroductiontoConsonantSounds)	Whiteboard/PPT
5 TH	1 ST	Unit 2:Phonetics(IntroductiontoVowelSounds)	Whiteboard/PPT
	2 ND	Unit 2:Phonetics(IntroductiontoVowelSounds)	Whiteboard/PPT
6 TH	1 ST	Unit 2:Phonetics(IntroductiontoDiphthongs)	Whiteboard/PPT
	2 ND	Unit 2:Phonetics(TranscriptionofWordsasperIPA)	Whiteboard/PPT
7 TH	1 ST	Unit 2:Phonetics(TranscriptionofWordsasperIPA)	Whiteboard/PPT
	2 ND	Unit 2:Phonetics(Syllables,StressandPitch)	Whiteboard/PPT
8 TH	1 ST	Unit 2:Phonetics(ToneandIntonation)	Whiteboard/PPT
	2 ND	Unit 2:Assessment	Whiteboard/PPT
9 TH	1 ST	Unit 3:SpeakingSkills(Activity-GroupDiscussion)	Whiteboard/PPT
	2 ND	Unit 3:SpeakingSkills(Activity-GroupDiscussion)	Whiteboard/PPT
10 TH	1 ST	Unit 3:SpeakingSkills(Activity-	Whiteboard/PPT

		PublicSpeakingandPresentation)	
	2 ND	Unit3:SpeakingSkills(Activity– PublicSpeakingandPresentation)	Whiteboard/PPT
11 TH	1 ST	Unit3:SpeakingSkills(Activity-Conversation Practice and RolePlay)	Whiteboard/PPT
	2 ND	Unit3:SpeakingSkills(Activity-Conversation Practice and RolePlay)	Whiteboard/PPT
12 TH	1 ST	Unit3:SpeakingSkills(Activity- Conversation Practice and RolePlay)	Whiteboard/PPT
	2 ND	Unit3:SpeakingSkills(Activity- Conversation Practice and RolePlay)	Whiteboard/PPT
13 TH	1 ST	Unit3:SpeakingSkills(Activity-Mock Interview)	Whiteboard/PPT
	2 ND	Unit3:SpeakingSkills(Activity-Mock Interview)	Whiteboard/PPT
14 TH	1 ST	Unit3:SpeakingSkills(Activity-Mock Interview)	Whiteboard/PPT
	2 ND	Unit3:SpeakingSkills(Activity-Mock Interview)	Whiteboard/PPT
15 TH	1 ST	Unit3:SpeakingSkills(Assessment)	Whiteboard/PPT
	2 ND	Unit3:SpeakingSkills(Assessment)	Whiteboard/PPT

LEARNING RESOURCES:

1. Bansal and Harrison. *Spoken English*. Orient Black Swan, 2011.
2. James Hartman & et al. Ed. *English Pronouncing Dictionary*. Cambridge: Cambridge University Press, 2006.
3. Pfeiffer; William Sanborn and T.V.S Padmaja. *Technical Communication: A Practical Approach*. 6th edn. Delhi: Pearson, 2007.

Signature of Faculty
Concerned

Signature of HOD

Principal
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