


GOVERNMENT POLYTECHNIC NAYAGARH		
LESSON PLAN- (W); AY :2024-25		
Discipline: Civil Engg./ Mechanical Engg.	Semester:1 st	Name of the Teaching Faculty : Dr Shashibhusan Nayak, Lect. English
Semester From 16.08.2024 to 24.12.2024		No. of Weeks: 15
Week	Class Day	Theory/Practical Topics
1 ST	1 ST	Introduction to theory 1A (syllabus, objectives, patterns of questions and evaluation)
	2 ND	Unit1:Basics of Communication: Introduction, Meaning & Definition, Process of Communication
	3 RD	Unit1: Types of Communication: Formal & Informal; Advantages and Disadvantages
2 ND	1 ST	Unit1:Areas of Verbal and Non-verbal Communication; Advantages and Disadvantages
	2 ND	Unit2:Introduction to Soft Skills and Hard Skills
	3 RD	Unit2:Importance of Soft Skills
3 RD	1 ST	Unit5:Vocabulary of Commonly Used Words
	2 ND	Unit3:Malgudi Days - An Astrologer's Day
	3 RD	Unit3:MalgudiDays- An Astrologer's Day
4 TH	1 ST	Unit1: 7 Cs of Effective Communication
	2 ND	Unit4:Writing Skill: The Art of Summary Writing
	3 RD	Unit4:Writing Skill:The Art of Report Writing
5 TH	1 ST	Unit 3:Stopping By Woods on a Snowy Evening (Poem)
	2 ND	Unit 3:Stopping By Woods on a Snowy Evening (Poem)
	3 RD	Unit5:Application of English Grammar: Parts of Speech
6 TH	1 ST	Unit3: The Giftofthe Magi
	2 ND	Unit3: The Giftofthe Magi
	3 RD	Unit2: Life Skills: Self-Awareness and Self-Analysis
7 TH	1 ST	Unit2: Applying Soft Skills across Cultures
	2 ND	Unit4:Writing Skill: Filling Up Different Forms (Offline and Online)
	3 RD	Unit4:WritingSkill: Filling Up Different Forms (Offline and Online)
8 TH	1 ST	Unit5: Commonly Used AdministrativeTerms
	2 ND	Unit5: Punctuation

	3 RD	Unit3:Malgudi Days- The Missing Mail
9 TH	1 ST	Unit3:Malgudi Days- The Missing Mail
	2 ND	Unit4:Writing Skill: Business Letter Writing
	3 RD	Unit4:Writing Skill:Business Letter Writing
10 TH	1 ST	Unit5:Application of English Grammar:Time, Tense and Aspects
	2 ND	Unit5:Application of English Grammar: Time, Tense and Aspects
	3 RD	Unit5:Application of English Grammar:Time, Tense and Aspects
11 TH	1 ST	Unit3:Where the Mind is Without Fear(Poem)
	2 ND	Unit3:Where the Mind is Without Fear(Poem)
	3 RD	Unit1:Barriers to Effective Communication and Ways to overcome them
12 TH	1 ST	Unit1: Art of Effective Communication
	2 ND	Unit1: Technical Communication
	3 RD	Unit4:Writing Skill:Personal Letter Writing
13 TH	1 ST	Unit4:Writing Skill:Personal Letter Writing
	2 ND	Unit3:Malgudi Days- Doctor's Word
	3 RD	Unit3:Malgudi Days- Doctor's Word
14 TH	1 ST	Unit5:One Word Substitution
	2 ND	Unit4:WritingSkill:Drafting Emails, Notices and Preparing Minutes of Meetings
	3 RD	Unit4:Drafting Emails, Notices and Preparing Minutes of Meetings
15 TH	1 ST	Unit5:Application of English Grammar: Voice Change
	2 ND	Unit5:Application of English Grammar: Voice Change
	3 RD	Unit5:Application of English Grammar: Voice Change


 01.08.24
 Lettman English.