

**GOVERNMENT POLYTECHNIC NAYAGARH**

**LESSON PLAN- (W); AY :2024-25**

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

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

  
 8B  
 01/08/24  
 Letter Writing English