

Ramgarhia Polytechnic College, Phagwara



Computer Science Engineering Department

Head of Department:	Er. Poonam Rana
Name of the Faculty:	Mrs. RupinderKaur
Discipline:	CSE
Semester:	1st
Subject:	English and Communication Skills – I
Lesson Plan Duration:	16 Weeks





























RATIONALE

Communication skills play an important role in career development. This subject aims at introducing basic concepts of communication besides laying emphasis on developing listening, speaking, reading and writing skills

Learning Outcomes

After undergoing this course, the students will be able to:

- CO1. Pronounce properly
- CO2. Overcome communication barriers.
- CO3. Write legibly and effectively.
- CO4. Listen in proper perspective.
- CO5. Read various genres adopting different reading techniques.
- CO6. Converse logically.

PO \Rightarrow	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO \Downarrow							
CO1							
CO2							
CO3							
CO4							
CO5							
CO6							

Syllabus

Units	Details	Hours
1.	<p>Basics of Communication</p> <p>Definition and process of communication</p> <p>Types of communication - formal and informal, oral and written, verbal and non-verbal</p> <p>Objectives of communication</p> <p>Essentials of communication</p> <p>Channels of communication</p> <p>Barriers to communication</p>	(12hrs)
2.	<p>Functional Grammar and Vocabulary</p> <p>Parts of speech</p> <p>Article</p> <p>Tenses</p> <p>Active and passive voice</p> <p>Synonyms and antonyms</p> <p>Pair of words</p> <p>Correction of incorrect sentences</p>	(12 hrs)
3.	<p>Listening</p> <p>Meaning and process of listening</p> <p>Importance of listening</p> <p>Methods to improve listening skills</p>	(04hrs)
4.	<p>Speaking</p> <p>Importance</p> <p>Methods to improve speaking</p>	(04hrs)

5.	<p>Reading</p> <p>Meaning Techniques of reading: skimming, scanning, intensive and extensive reading Comprehension, vocabulary enrichment and grammar exercises based on following readings:</p> <p>Section - I God Lives in the Panch – MunshiPrem Chand The Gift of the Magi – O. Henry Uncle Podger Hangs a Picture – Jerome K. Jerome</p> <p>Section - II Skylark – P.B. Shelley Stopping by Woods on a Snowy Evening – Robert Frost Where the Mind is Without Fear – Rabindranath Tagore</p>	(12hrs)
6.	<p>Writing</p> <p>Significance and effectiveness of writing Paragraph of 100 – 120 words Picture composition/Guided composition</p>	(04hrs)

LIST OF PRACTICALS

1. Self and peer introduction
2. Looking up words in a dictionary (meaning and pronunciation)
3. Newspaper reading
4. Just a Minute session – extempore
5. Situational conversation and role play
6. Using pre – recorded CDs/DVDs to students to listen and comprehend.
7. Greetings for different occasions
8. Improving pronunciation through tongue twisters.

Reference Books:

9. Communicating Effectively in English, Book-I by RevathiSrinivas; Abhishek Publications, Chandigarh.
10. Professional Communication by KavitaTyagi& Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
11. Developing Communication Skills (2nd Edition) by Krishna Mohan &MeeraBanerji; Published by Macmillan Publishers India Ltd; New Delhi.
12. Communication Techniques and Skills by R. K. Chadha; DhanpatRai Publications, New Delhi.
13. High School English Grammar and Composition by Wren & Martin; S. Chand & Company Ltd., Delhi.
14. Communication Skills by Sanjay Kumar &PushpLata; Oxford University Press, New Delhi

Delivery/Instructional Methodologies

Sr.No.	Description
1.	Chalk and Talk
2.	PowerPoint Presentation

Assessment Methodologies

Sr. No.	Description	Type
1.	Student Assignment	Direct
2.	Test	Direct
3.	Board Examination	Direct
4.	Student Feedback	Direct

Gaps in the syllabus - to meet industry/profession requirements

S.NO.	DESCRIPTION	PROPOSED ACTIONS	PO MAPPING
	N/A	N/A	N/A

Topics beyond syllabus/advanced topics

Units	Details	Hours
N/A	N/A	N/A

Web Source References

Sr. No.	URL
1.	

Lesson Plan

Week	Theory		Practical	
	Lecture Day		Practical Day	
1 st	1 st	Basics of Communication Definition and process of communication Types of communication - formal and informal, oral and written, verbal and non-verbal	1.	1. Self and peer introduction
	2 nd			Practice
	3 rd			
2 nd	4 th	Objectives of communication Essentials of communication Channels of communication Barriers to communication	2.	Revision 1 st Practical
	5 th			
	6 th			
	7 th	1. Functional Grammar and Vocabulary		2. Looking up words in a dictionary

3 rd		Partsofspeech	3.	(meaning and pronunciation)
	8 th			Practice
	9 th	Article		
4 th	10 th	Tenses Activeandpassiv eoice	4.	Revision 2nd Practical
	11 th			
	12 th			
5 th	13 th	Synonymsandantonyms Pairofwords Correctionofincorrect sentences	5.	3. Newspaperrea ding
	14 th			Practice
	15 th			
6 th	16 th	PTM	6.	Revision 3 rd Practical
	17 th	REVISION		
	18 th	1st Sessional Test (Tentative)		
	19 th	Listening Meaning and process of listening Importance of listening	7.	4. Justa Minutesessio n– extempore

7 TH	20 th	Methods to improve listening skills		Student's attempts
	21 th			
8 th	22 th	Speaking	8.	Same
	23 th	Importance		
	24 th	Methods to improve speaking		
9 th	25 th	Reading	9.	5. Situational conversation and roleplay
	26 th	Meaning		
	27 th	Techniques of reading: skimming, scanning, intensive and extensive reading Comprehension, vocabulary enrichment and grammar exercise based on following readings:		Group Wise Attempts
	28 th	Section – I God Lives in the Panch – Munshi Prem Chand		
	29 th			

10 th	30 th	The Gift of the Magi – O.	10.	Same
11 th	31 st	Henry Uncle Podger Hangsa Picture – Jerome K. Jerome	11.	6. Using pre-recorded CDs/DVDs to student to listen and comprehend.
	32 nd			Practice
	33 th			
12 th	34 th	REVISION	12.	Same
	35 th	PTM		
	36 th	2nd Sessional Test (Tentative)		
13 th	37 th	Section – II Skylark – P.B. Shelley	13.	7. Greetings for different occasions
	38 th	Stopping by Woods on a Snowy Evening – Robert Frost		Work in class
	39 th			
14 th	40 th	Where the Mind is Without Fear –	14	same

	41 st	Rabindranath Tagore		
	42 nd	Writing Significance and effectiveness of		
15 th	43 th	writing Paragraph of 100–120 words Picture composition/Guided composition	15.	8. Improving pronunciation through tongue twisters.
	44 th			
	45 th			Practice
16 th	46 th	REVISION	16.	Revision of work
	47 th	PTM		
	48 th	3rd Sessional Test (Tentative)		