

Ramgarhia Polytechnic College, Phagwara



Mechanical Engineering Department

Head of Department:	Er. Gaurav Kumar
Name of the Faculty:	Rupinder Kaur
Discipline:	Department of Applied Science
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

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

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 – Munshi Prem 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>	(12 hrs)
6.	<p>Writing</p> <p>Significance and effectiveness of writing Paragraph of 100 – 120 words Picture composition/Guided composition</p>	(04 hrs)

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 Revathi Srinivas; Abhishek Publications, Chandigarh.
10. Professional Communication by Kavita Tyagi & Padma Misra; Published by PHI Learning Pvt. Ltd; New Delhi.
11. Developing Communication Skills (2nd Edition) by Krishna Mohan & Meera Banerji; Published by Macmillan Publishers India Ltd; New Delhi.
12. Communication Techniques and Skills by R. K. Chadha; Dhanpat Rai Publications, New Delhi.
13. High School English Grammar and Composition by Wren & Martin; S. Chand & Company Ltd., Delhi.
14. Communication Skills by Sanjay Kumar & Pushp Lata; 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	1.	1. Self and peer introduction
	2 nd	Definition and process of communication		Practice
	3 rd	Types of communication - formal and informal, oral and written, verbal and non-verbal		
2 nd	4 th	Objectives of communication	2.	Revision 1 st Practical
	5 th	Essentials of communication		
	6 th	Channels of communication Barriers to communication		
	7 th	1. Functional Grammar and		2. Looking up words in a

3 rd		Vocabulary Parts of speech	3.	dictionary (meaning and pronunciation)
	8 th			Practice
	9 th	Article		
4 th	10 th	Tenses Active and passive voice	4.	Revision 2 nd Practical
	11 th			
	12 th			
5 th	13 th	Synonyms and antonyms Pair of words Correction of incorrect sentences	5.	3. Newspaper reading
	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	7.	4. Just a Minute session – extempore

7 TH	20 th	Importance of listening Methods to improve listening skills		Student's attempts
	21 th			
8 th	22 th	Speaking	8.	Same
	23 th	Importance Methods to improve speaking		
	24 th			
9 th	25 th	Reading	9.	5. Situational conversation and role play
	26 th	Meaning Techniques of reading: skimming, scanning, intensive and extensive reading		
	27 th	Comprehension, vocabulary enrichment and grammar exercises based on following readings:		
	28 th	Section – I		

10 th	29 th	God Lives in the Panch – Munshi Prem Chand The Gift of the Magi – O.	10.	Same
	30 th			
11 th	31 st	Henry Uncle Podger Hangs a Picture – Jerome K. Jerome	11.	6. Using pre – recorded CDs/DVDs to students 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 Stopping by Woods on a Snowy Evening – Robert Frost	13.	7. Greetings for different occasions
	38 th			Work in class
	39 th			

14 th	40 th	Where the Mind is Without Fear – Rabindranath Tagore	14	same
	41 st			
	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)		