

"Param Veer Chakra" Nait Subedar Sanjay Kumar Govt. Polytechnic Bhihsapur

Semester	Department	Paper Title	Course Planner	Lectures	Practicals
Second	Applied Sciences and Humanities	English & Communication Skills - II	Monica Tanwar	56	10

Reference Books

Sr. No.	Title of the Book	Author	Publication
1	English and Communication Skills, Book-II	Kuldip Jaidka, Alwinder Dhillon and Parmod Kumar Singla	Abhishek Publication
2	High School Grammar	Wren and Martin	S. Chand
3	Business Communication and Personality Development	Sri Jin Kushal	V K Global Publications

Detailed Lesson Plan- Theory

Week No.	Lecture No.	Broad Topic	Chapters	Lecture Description	Learning Outcomes	Pedagogical Tool
Week 1	Lecture 1	Communication	Media and Modes of Communication	Media of Communication: Audio; Visual; Audio- Visual Comm & CAI	The students will be able to: i) list different media of communication ii) explain the role of computers in communication	Discussion Method and Question-Answer Method
	Lecture 2	Communication	Media and Modes of Communication	Modes of Communication: Verbal & Non-Verbal Communication	The students will differentiate between Oral and Written Communication & Verbal & Non-Verbal Communication	Discussion Method and Question-Answer Method
	Lecture 3	Communication	Channels of Communication	Formal Channels of Communication	The students will be able to: i) types of formal channels ii) differentiate between various types of formal channels of communication	Discussion Method and Question-Answer Method
	Lecture 4	Communication	Channels of Communication	Informal Channels of Communication	The students will be able to: i) types of informal channels ii) differentiate between various types of informal channels of communication	Inductive method and Question-Answer Method
	Lecture 5	Communication	Barriers to Communication	Organisational Barriers, Emotional Barriers & Psychological Barriers to communication	The students will be able to identify various barriers to communication and will be able to differentiate between them.	Inductive method and Question-Answer Method
	Lecture 6	Communication	Barriers to Communication	Physical Barriers, Semantic Barriers & Physiological Barriers to communication	The students will be able to identify various barriers to communication and will be able to differentiate between them.	Inductive method and Question-Answer Method

We	Week 3			Listening Skills and its Types	The students will be able to: i) know the importance of Listening Skills ii) know types of listening skills	Inductive method and Question-Answer Method
	Lecture 7	Communication	Listening Skills			
	Lecture 8	Communication	Body Language	Postures, Gestures, facial expressions, eyes, chronemics & Proxemics	The students will be able to: i) know the importance of Body Language ii) know types of Body Language	Inductive method and Question-Answer Method
	Lecture 9	Communication	Importance of Silence & Humour	Importance of Silence & Humour	The students will be able to: i) know the importance of Silence ii) differentiate between Sarcasm, Irony & Humour	Inductive method and Question-Answer Method
	Lecture 10	Communication	Importance of Silence & Humour	Importance of Silence & Humour	The students will be able to: i) know the importance of Silence ii) differentiate between Sarcasm, Irony & Humour	Inductive method and Question-Answer Method
	Lecture 11	Glossary	Glossary of Scientific Terms	Important terms used in the Scientific Field will be explained	The students will be able to: i) write the hindi equivalent of the scientific terms and vice-versa	Explanation Method
	Lecture 12	Glossary	Glossary of Scientific Terms	Important terms used in the Scientific Field will be explained	The students will be able to: i) write the hindi equivalent of the scientific terms and vice-versa	Explanation Method
	Lecture 13	Narration	How to convert sentences given in Present, Future and Past tense	1. Introduction about Narration 2. Importance & Fundamental changes in tenses during conversion	Students will be able to identify and convert direct and Indirect Speech.	Inductive method and Question-Answer Method
	Lecture 14	Narration	How to convert sentences given in Present, Future and Past tense	1. Introduction about Narration 2. Importance & Fundamental changes in tenses during conversion	Students will be able to identify and convert direct and Indirect Speech.	Inductive method and Question-Answer Method
	Lecture 15	Narration	How to convert sentences given in interrogative and exclamatory	Example or conversation will be given to the students to study and identify the difference Later the rules and usage will be taught	Students will be able to identify and convert direct and Indirect Speech.	Inductive method and Question-Answer Method
	Lecture 16	Narration	How to convert sentences given in interrogative and exclamatory	Example or conversation will be given to the students to study and identify the difference Later the rules and usage will be taught	Students will be able to identify and convert direct and Indirect Speech.	Inductive method and Question-Answer Method
	Lecture 17					
	Class Test I					

We	Lecture 7	Communication	Listening Skills	Listening Skills and its Types	The students will be able to: i) know the importance of Listening Skills ii) know types of listening skills	Inductive method and Question-Answer Method
	Lecture 8	Communication	Body Language	Postures, Gestures, facial expressions, eyes, chronemics & Proxemics	The students will be able to: i) know the importance of Body Language ii) know types of Body Language	Inductive method and Question-Answer Method
Week 3	Lecture 9	Communication	Importance of Silence & Humour	Importance of Silence & Humour	The students will be able to: i) know the importance of Silence ii) differentiate between Sarcasm, Irony & Humour	Inductive method and Question-Answer Method
	Lecture 10	Communication	Importance of Silence & Humour	Importance of Silence & Humour	The students will be able to: i) know the importance of Silence ii) differentiate between Sarcasm, Irony & Humour	Inductive method and Question-Answer Method
	Lecture 11	Glossary	Glossary of Scientific Terms	Important terms used in the Scientific Field will be explained	The students will be able to: i) write the hindi equivalent of the scientific terms and vice-versa	Explanation Method
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	Lecture 13	Narration	How to convert sentences given in Present, Future and Past tense	1. Introduction about Narration 2. Importance & Fundamental changes in tenses during conversion	Students will be able to identify and convert direct and Indirect Speech.	Inductive method and Question-Answer Method
Week 4	Lecture 14	Narration	How to convert sentences given in Present, Future and Past tense	1. Introduction about Narration 2. Importance & Fundamental changes in tenses during conversion	Students will be able to identify and convert direct and Indirect Speech.	Inductive method and Question-Answer Method
	Lecture 15	Narration	How to convert sentences given in interrogative and exclamatory	Example or conversation will be given to the students to study and identify the difference Later the rules and usage will be taught	Students will be able to identify and convert direct and Indirect Speech.	Inductive method and Question-Answer Method
	Lecture 16	Narration	How to convert sentences given in interrogative and exclamatory	Example or conversation will be given to the students to study and identify the difference Later the rules and usage will be taught	Students will be able to identify and convert direct and Indirect Speech.	Inductive method and Question-Answer Method
	Lecture 17					
Class Test I						

Week 5				Week 6				Week 7			
Lecture 18	Narration	How to convert sentences given in optative sentences	Example or conversation will be given to the students to study and identify the difference. Later the rules and usage will be shown.	Students will be able to identify and convert direct and Indirect Speech.	Inductive method and Question-Answer Method			Lecture 25	Literature	The Refugees	Explanation of the lesson in simple words
Lecture 19	Grammar and Usage	One Word Substitution	Sentences will be given to the student to study and write them in brief. Later the art of precise writing and importance of one words will be taught.	the students will be able to: i) know the importance of concise writing ii) rewrite the long sentences briefly by using one-words	Inductive method and Question-Answer Method			Lecture 26	Literature	Forgetting	1. Introduction of author. 2. Explanation of the lesson in simple words
Lecture 20	Grammar and Usage	Idioms and Phrases	Importance and usage of idioms and phrases will be shown	the students will be able to: i) know the importance of idioms & phrases ii) rewrite sentences briefly using idioms & phrases	Inductive method and Question-Answer Method			Lecture 27	Literature	Forgetting	1. Reading of the text and Explanation of the lesson in simple words
Lecture 21	Grammar and Usage	Idioms and Phrases	Importance and usage of idioms and phrases will be shown	the students will be able to: i) know the importance of idioms & phrases ii) rewrite sentences briefly using idioms & phrases	Inductive method and Question-Answer Method			Lecture 22	Literature	The Portrait of a Lady	1. Introduction of author, early stage of Indian writing in English. 2. Explanation of the lesson in simple words
Lecture 23	Literature	The Portrait of a Lady	Explanation of the lesson in simple words	The students will be able to know about the early stage of Indian-English Literature and about the contribution of eminent writer Kushwant Singh	Narration Method			Lecture 24	Literature	The Refugees	The students will be able to know about the contribution of the author.
Lecture 24	Literature	The Refugees	1. Introduction of author. 2. Explanation of the lesson in simple words	The students will be able to know about the sentence pattern used in story writing. They will be able to tell the story in their words along with character sketch of the protagonist.	Explanation skill and Discussion method			Lecture 25	Literature	The Refugees	The students will be able to know about the hardships of refugees and 'the importance of foresightedness'
Lecture 26	Literature	Forgetting	1. Introduction of author. 2. Explanation of the lesson in simple words	The students will evaluate how forgetfulness is connected with our daily life	Explanation Method			Lecture 27	Literature	Forgetting	The students will be able to differentiate between intellectuals, statesmen and common man w.r.t. forgetting
Lecture 27	Literature	Forgetting	1. Reading of the text and Explanation of the lesson in simple words	The students will be able to differentiate between intellectuals, statesmen and common man w.r.t. forgetting	Explanation Method						

Week 7		Week 8		Week 9	
Lecture 28	Literature	Walking Tours	1. Introduction of author. 2. Explanation of the lesson in simple words	The students will deduce the importance of Nature.	Explanation Method
Lecture 29	Literature	Walking Tours	1. Reading of the text and Explanation of the lesson in simple words	The students will develop appreciative view of Nature's Beauty and the importance of solitary walks	Illustration Method and Explanation Skill
Lecture 30	Literature	All the World's a stage	1. Introduction to the poet (William Shakespeare) and his contribution towards English Literature. 2. Reading of the text and explanation	The students will be able to: i) describe Shakespeare's contribution in their own words ii) paraphrase the text of the poem	Illustration Method and Explanation Skill
Lecture 31	Literature	All the World's a stage	Reading of the text and explanation	The students will be able to: i) paraphrase the text of the poem ii) write the summary of the poem in their own words	Illustration Method and Explanation Skill
Lecture 32	Literature	No Men Are Foreign	1. Introduction to the poet and his importance in English Literature. 2. Reading of the text and explanation	The students will be able to: i) paraphrase the text of the poem ii) summarise the fullness of war in their own words	Illustration Method and Explanation Skill
Lecture 33	Literature	No Men Are Foreign	Reading of the text and explanation	The students will be able to: i) paraphrase the text of the poem ii) deduce the underlying theme of 'Universal Brotherhood'	Illustration Method and Explanation Skill
Lecture 34	Drafting	Report Writing	Writing Skills will be enhanced	The students will be able to: i) summarise the events sequentially ii) utilise the types of report as per requirement	Inductive Method and Question-answer Method
Lecture 35	Drafting	Report Writing	Writing Skills will be enhanced	The students will be able to: i) summarise the events sequentially ii) utilise the types of report as per requirement	Inductive Method and Question-answer Method
Lecture 36	Drafting	Memos	Formal Writing Skills will be enhanced	The students will be able to: i) write briefly ii) utilise the format of memo in official/formal situations	Inductive Method and Question-answer Method
Lecture 37	Class Test 2				
Lecture 38	Drafting	Circulars	Formal Writing Skills will be enhanced	The students will be able to: i) write briefly ii) utilise the format of circular in official/formal situations	Inductive Method and Question-answer Method

Week					
Lecture 39	Drafting	Press Release	Writing Skills will be enhanced	The students will be able to: i) summarise the event briefly	Inductive Method and Question-answer Method
Lecture 40	Drafting	Press Release	Writing Skills will be enhanced	The students will be able to: i) summarise the event briefly	Inductive Method and Question-answer Method
Lecture 41	Drafting	Agenda of the Meeting	Students will be apprised about Official Communication through Agenda	The students will be able to: i) utilise the format of Agenda	Deductive Method and Question-answer Method
Lecture 42	Drafting	Minutes of the Meeting	Importance of written minutes of the meeting, types and its utilisation	The students will be able to: i) write briefly ii) utilise note taking while framing the minutes	Deductive Method and Question-answer Method
Lecture 43	Correspondence	Personal Letters	Students will be given personal letter format. Students will be asked to use the format for a given question. Later tips of	The students will be able to: i) know the importance of letter writing ii) use the format for personal letters	Inductive method and Illustrative skill
Lecture 44	Correspondence	Personal Letters	Students will be given personal letter format. Students will be asked to use the format for a given question. Later tips of letter writing will be given.	The students will be able to: i) know the importance of letter writing ii) use the format for personal letters	Inductive method and Illustrative skill
Lecture 45	Correspondence	Business Letters	Students will be given business letter format. Students will be asked to use the format for a given question. Later tips of letter writing will be given.	The students will be able to: i) know the importance of letter writing ii) use the format for business letters	Inductive method and Illustrative skill
Lecture 46	Correspondence	Business Letters	Students will be given business letter format. Students will be asked to use the format for a given question. Later tips of letter writing will be given.	The students will be able to: i) know the importance of letter writing ii) use the format for business letters	Inductive method and Illustrative skill
Lecture 47	Application for Job	Resume	Students will be given resume format. Students will be asked to use the format for a given question. Later tips of resume writing will be given.	The students will be able to: i) know the importance of resume and cover letter writing ii) use the format for drafting their resume	Inductive method and Illustrative skill
Lecture 48	Application for Job	Covering Letter	Students will be given cover letter format. Students will be asked to use the format for a given question.	The students will be able to: i) know the importance of resume and cover letter writing ii) use the format for drafting their	Inductive method and Illustrative skill
Lecture 49			House Test		

Week 13			Week 14		
Lecture 50	Precise Writing	Art of precise writing	Students will be taught about the art of note taking and how to utilise it whiel reducing the paragraph into 1/3 of its original length	The students will be able to: i)write briefly ii) utilise note taking	Deductive Method and Question-answer Method
Lecture 51	Precise Writing	Art of precise writing	Students will be taught about the art of note taking and how to utilise it whiel reducing the paragraph into 1/3 of its original length	The students will be able to: i)write briefly ii) utilise note taking	Deductive Method and Question-answer Method
Lecture 52	Revision				
Lecture 53	Revision				
Lecture 54	Revision				
Lecture 55	Revision				
Lecture 56	Revision				

Detailed Lesson Plan- Practical

No.	Practical No.	Title of the Practical	Learning Outcomes
1	1	Exercises on conversion of Phonetic Transcriptions to words & vice-versa	i) Practicing Phonetics ii) Improving Communication skills
2	2	Reading unseen passages	i) Practicing Phonetics ii) Improving Communication skills
3	3	Writing (developing) a paragraph	Develop effective writing skills
4	4	Just a minute session – Extempore Speech.	i) Framing ideas sequentially ii) Practicing right intonation
5	5	Telephone Etiquette-demonstration and practice	Improving presentation, negotiation & conversational skills
6	6	Situational Conversations with feedback through video recording	Improving conversational skills
7	7	Presentation on a given theme (using Power Point)	Improving presentation & conversational skills
8	8	Exercises leading to personality development like mannerism, etiquettes, body	Develop skills are comprised of effective eye contact, body
9	9	Group Discussions	Learn techniques that can make an effective participant in GD
10	10	Mock Interviews	Learn dynamics of Interview

Signature of the Subject Teacher

Signature