

DBSCR Govt Poly Education Society, Sampla

Lesson Plan

2025-2026

Name : Dr Sanju Yadav
Discipline : Common for all branches
Semester : 1st
Subject : English and Communication Skills I
Duration : 16 weeks (4.8.25 to 26.11.25)
Work : 02 Lectures and 02 Practical per week
Load

Tentative dates for 1st Sessional : 15.09.25 to 19.09.25
Conduction of Sessional: Second sessional: 13.10.25 to 17.10.2025
Third Sessional dates: 17.11.25 to 21.11.25

Sessional wise Distribution:

First Sessional

- 1.1 Techniques of Reading: Skimming and Scanning
- 1.2 Extensive and Intensive Reading: Textual Study
- 1.3 Homecoming – R.N. Tagore
- 1.4 Life Sketch of Sir Mokshagundam Visvesvarayya
- 3.1 Nouns
- 3.2 Pronouns
- 4.1 Significance, Essentials, and Effectiveness of Written Communication

Second Sessional

1.5 Life Sketch of Dr. Abdul Kalam

2.1 Concept and Process of Communication

2.2 Types of Communication (Verbal Communication)

2.3 Barriers to Communication

2.4 Speaking Skill: Significance and Essentials of Spoken Communication

2.5 Listening Skill: Significance and Essentials of Listening

3.3 Articles

3.4 Verbs (Main and Auxiliary)

4.2 Notice Writing

Third Sessional

1.6 Narayan Murthy's Speech at LBSNA, Dehradun

3.5 Tenses

4.3 Official Letters and E-mails

4.4 Frequently-used Abbreviations used in Letter-Writing

4.5 Paragraph Writing

4.6 Netiquettes

Week	Lecture No.	Contents	PRACTICAL
1st Week	1	Techniques of reading: Skimming and Scanning	Reading : Comprehension exercises of unseen passages
	2	Extensive and Intensive Reading: Textual Study	
2nd Week	1	Homecoming – R.N. Tagore , Assignment 1	Grammar and Uses along with exercises
	2	Life Sketch of Sir Mokshagundam Visvesvarayya	
3rd Week	1	Noun , Assignment 2	Reading aloud Newspaper headlines
	2	Pronoun	
4th Week	1	Significance, Essentials and Effectiveness of Written Communication	Introducing oneself, others and leave-taking
	2	Life sketch of Dr Abdul Kalam	
5th Week	1	Concept and Process of Communication	Introducing oneself, others and leave-taking
	2	Types of Communication ; Barrier to Communication	
6th Week	1	Speaking skills: Significance and essentials of spoken Communication	Just a minute (JAM) sessions
	2	Listening skills: Significance and essentials of Listening	
7th Week	1	Article	Offering-Responding to offers

	2	Verbs(Main and Auxiliary); Notice writing	
8th Week	1	Notice writing	Congratulating
	2	Narayan Murthy's speech at LBSNA, Dehradun	
9th Week	1	Tenses, Assignment 3	Apologizing and Forgiving
	2	Tenses	
10th Week	1	Class Test	Complaining
	2	Official letters and emails , Assignment 4	
11th Week	1	Official letters and emails	Talking about likes and dislikes,
	2	Revision practice	
12th Week	1	Frequently-used Abbreviations used in Letter-Writing	Mock Interviews
	2	Paragraph Writing , Assignment 5	
13th Week	1	Paragraph Writing	Exercises on the prescribed grammar topics; Group Exercise on Writing Paragraph
	2	Paragraph writing	
14th Week	1	Netiquettes	Group exercises on writing paragraph , Opening an E-mail account, receiving and sending emails

	2	Revision / Class Test	
15 Week	1	Netiquettes	An activity on Email Writing, Group Discussion
	2	Doubt classes	
16 Week	1	Solution of previous question paper	Viva-voce Practice
	2	Solution of previous question paper	Viva- voce Practice

Website for Reference:

1. <http://www.mindtools.com/page 8.html-99k>
2. <http://www.letstalk.com.in>
3. <http://www.englishlearning.com>
4. <http://learnenglish.britishcouncil.org/en/>
5. <http://swayam.gov.in>
6. <https://www.olabs.edu.in/?pg=topMenu&id=59>

Department of Applied Science
English and Communication Skills Lab

PRACTICAL EXERCISES/List of Practicals:

1 Reading : Reading Practice lessons in the Lab Activity classes.

- i. Comprehension exercises of unseen passages along with the lessons prescribed.
- ii. Vocabulary enrichment and grammar exercises based on the selected readings.
- iii. Reading aloud Newspaper headlines and important articles.

2 Fundamentals of Communication

- i. Introducing oneself, others and leave-taking (talking about yourself)
- ii. Just a minute (JAM) sessions: Speaking extempore for one minute on given topics
- iii. Situational Conversation: Offering-Responding to offers; Congratulating; Apologising and Forgiving; Complaining; Talking about likes and dislikes, Self-introduction Mock Interviews.

3 Grammar and Usage

- i. Written and Oral Drills will be undertaken in the class to facilitate holistic linguistic competency among learners.
- ii. Exercises on the prescribed grammar topics.

4 Writing Skills

- i. Students should be given Written Practice in groups so as to inculcate team-spirit and collaborative learning.
- ii. Group exercises on writing paragraphs on given topics.
- iii. Opening an E-mail account, receiving and sending emails

Syllabus of English
ENGLISH & COMMUNICATION SKILLS – I

L	P
2	2

RATIONALE

Language as the most commonly used medium of self-expression remains indispensable in all spheres of human life –personal, social and professional. This course is intended to break fresh ground in teaching of Communicative English as per the requirements of National Skill Quality Framework. This course is designed to help students to acquire the concept of communication and develop an ability or skills to use them effectively to communicate with the individuals and community.

COURSE OUTCOMES

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

CO1: Identify the nuances of Communication, both Oral and Written.

CO2: Acquire knowledge of the meaning of communication, communication process and Speaking skills.

CO3: Acquire enhanced vocabulary and in-depth understanding of Grammatical Structures and their usage in the communication.

CO4: Communicate effectively with an increased confidence to read, write and speak in English language fluently.

DETAILED CONTENTS

UNIT I

Reading

- 1.1 Techniques of reading: Skimming and Scanning
- 1.2 Extensive and Intensive Reading: Textual Study
- 1.3 Homecoming – R.N. Tagore
- 1.4 Life Sketch of Sir Mokshagundam Visvesvarayya
- 1.5 Life Sketch of Dr. Abdul Kalam
- 1.6 Narayan Murthy's speech at LBSNA, Dehradun

-3

UNIT II

Fundamentals of Communication

- 2.1 Concept and Process of Communication,
- 2.2 Types of Communication (Verbal Communication)
- 2.3 Barriers to Communication
- 2.4 Speaking Skill: Significance and essentials of Spoken Communication
- 2.5 Listening Skill: Significance and essentials of Listening

UNIT III

Grammar and Usage

- 3.1 Nouns
- 3.2 Pronouns
- 3.3 Articles
- 3.4 Verbs(Main and Auxiliary)
- 3.5 Tenses

UNIT IV

Writing Skills

- 4.1 Significance, essentials and effectiveness of Written Communication
- 4.2 Notice Writing
- 4.3 Official Letters and E-mails.
- 4.4 Frequently-used Abbreviations used in Letter-Writing
- 4.5 Paragraph Writing
- 4.6 Netiquettes

PRACTICAL EXERCISES

1 Reading

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RECOMMENDED BOOKS

1. Alvinder Dhillon and Parmod Kumar Singla, "Text Book of English and Communication Skills Vol – 2", M/S Abhishek Publications, Chandigarh.
2. V Sasikumar & PV Dhamija, "Spoken English", Tata MC Graw Hills, New Delhi, Second Edition.
3. JK Gangal, "A Practical Course in Spoken English", PHI Learning Pvt. Ltd., New Delhi.
4. NK Aggarwal and FT Wood, "English Grammar, Composition and Usage", Macmillan Publishers India Ltd., New Delhi.
5. RC Sharma and Krishna Mohan, "Business Correspondence & Report writing", Tata MC Graw Hills, New Delhi, Fourth Edition.
6. Kavita Tyagi & Padma Misra, "Professional Communication", PHI Learning Pvt. Ltd., New Delhi.
7. Nira Konar, "Communication Skills for professionals", PHI Learning Pvt. Ltd., New Delhi.
8. Krishna Mohan & Meera Banerji, "Developing Communication Skills", Macmillan Publishers India Ltd., New Delhi, Second Edition
9. M. Ashraf Rizwi, "Effective Technical Communication", Tata MC Graw Hills, New Delhi.
10. Andrea J Rutherford, "Basic Communication Skills for Technology", Pearson Education, New Delhi.

INSTRUCTIONAL STRATEGY

This is practice based subject and topics taught in the class should be practiced in the Lab regularly for development of required communication skills in the students. This subject contains four units of equal weightage.

