



LESSON PLAN

DEPARTMENT: MATHEMATICS AND SCIENCE	SEMESTER: SECOND (SUMMER- 2026)	NAME OF THE TEACHING FACULTIES: HIRENDRA KUMBHAR LECTURER (STAGE-II) IN ENGLISH
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SUBJECT: COMMUNICATION SKILLS IN ENGLISH	NO. OF. DAYS PER WEEK CLASS ALLOTTED	SEMESTER: FROM 09/01/2026 to 08/05/2026
WEEK	CLASS DAY	THEORY
1ST	1 ST	Unit-1 Communication theory and practice: Basics of communication
	2 ND	Introduction, meaning and definition, process of communication
	3 RD	Types of communication: formal and informal, verbal, non-verbal
2ND	1 ST	Barriers to effective communication
	2 ND	7 Cs for effective communication (considerate, concrete, concise, clear, complete, correct, courteous)
	3 RD	Art of Effective communication Choosing words Voice Modulation
3RD	1 ST	Clarity Time Simplification of words
	2 ND	Technical Communication
	3 RD	Unit Test
4TH	1 ST	Unit-2 Soft Skills for Professional Excellence: Introduction to Soft Skills and Hard Skills
	2 ND	Importance of Soft Skills
	3 RD	Life Skills
5TH	1 ST	Self awareness and Self analysis
	2 ND	Applying soft skills across culture
	3 RD	Unit Test
6TH	1 ST	Unit -4 Reading comprehension <i>Malgudi Days</i> By R.K Narayan "An Astrologers Day"
	2 ND	<i>Malgudi Days</i> By R.K Narayan "The Missing Mail"

7 TH	3 RD	<i>Malgudi Days</i> By R.K Narayan " Doctor's Word"
	1 ST	<i>The Gift of the Magi</i> By O.Henry
	2 ND	<i>The Gift of the Magi</i> By O.Henry
8 TH	3 RD	<i>The Gift of the Magi</i> By O.Henry
	1 ST	"Stopping By Woods on a Snowy Evening" By Robert Frost
	2 ND	"Stopping By Woods on a Snowy Evening" By Robert Frost
9 TH	3 RD	"Where the Mind Is Without Fear" By Rabindranath Tagore
	1 ST	"Where the Mind Is Without Fear" By Rabindranath Tagore
	2 ND	Unit Test
10 TH	3 RD	Unit-4 : Professional Writing Summary Writing
	1 ST	Report Writing
	2 ND	Business letters
11 TH	3 RD	Personal letters
	1 ST	Drafting e-mails and notices, minutes of a meeting
	2 ND	Drafting e-mails and notices, minutes of a meeting
12 TH	3 RD	Filling of different forms such as banks for placement
	1 ST	Unit Test
	2 ND	Unit -5: Vocabulary and Grammar Vocabulary of commonly used words
13 TH	3 RD	Commonly used administrative terms (English only)
	1 ST	One-word substitution
	2 ND	Parts of speech
14 TH	3 RD	Tenses
	1 ST	Active and Passive voice
	2 ND	Active and Passive voice
15 TH	3 RD	Punctuation
	1 ST	Revision
	2 ND	Revision
	3 RD	Revision

Concerned Faculty:

Hirendra Kumbhar
(HIRENDRA KUMBHAR)
lect. (stage-11) in English


HOD

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