

LESSON PLAN

SESSION – 2025-26

SUBJECT: Communication Skills SEMESTER: 1st BRANCH: - CSE/Mechanical/ET & T(Diploma)

UNIT NAME	NAME OF THE TOPIC	NO OF CLASSES REQUIRED	REMARK	
Unit-1.0 English Grammar	1.1 Determiners	02		
	1.2 Tenses	03		
	1.3 Active and Passive Voice	03		
	1.4 Prepositions	02		
	1.5 Subject-Verb Agreement, Assignment given	02		
	Doubt Class, Conducting Quiz	1		
	Unit Test	1		
Unit-2.0 Suggestive passages for Comprehension	2.1 Language of Science	03		
	2.2 Our Environment	02		
	2.3 Entrepreneurship, Assignment given	02		
	Doubt Class, Conducting Quiz	1		
	Unit Test	1		
Unit-3.0 Short Stories	3.1 Selfish Giant-Oscar Wilde	03		
	3.2 A Letter to God- Gregario Lapex Y-Fuentes	03		
	3.3 An astrologer's Day –R.K. Narayan, Assignment given	05		
	Doubt Class, Conducting Quiz	1		
	Unit Test	1		
Unit 4.0 Effective Communication	4.1 Communication & its Objectives	02		
	4.2 Elements of Communication	03		
	4.3 Seven C's of Communication	03		
	4.4 Different Communication Skills Listening, Speaking, Reading, Writing	04		
	4.5 Effective use of listening Listening versus hearing Process and Purpose of listening. Techniques of effective listening	02		
	Doubt Class, Assignment Given	02		
	Conducting Quiz	01		
	Unit Test	01		
	Unit 5.0 Non-Verbal Communication	5.1 Static Features	01	
		5.2 Dynamic Features	01	
5.3 Listening vs Hearing		01		
Doubt Class, Assignment Given		01		
Conducting Quiz		01		
Unit Test		01		
Total			60	

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