

LESSON PLAN

Name of the Faculty: Dr. Dinesh Kumar

Discipline: ECE/ Computer Engineering

Semester: IV

Subject: English & Communication Skills – II

Lesson Plan Duration: From 15 Jan 2026 to 30 Apr 2026

Work Load (Theory/Practical) per week (in Hours):L-02, P-02

Week	Theory		Practical	
	Lecture	Topic (including assignment/ test)	Practical	Topic
1	1	1.1 The Portrait of a Lady - Khushwant Singh	1.	1. Reading Practice of the above lessons in the Lab Activity classes.
	2	1.2 The Doctor's Word by R K Narayan		
2	3	2.1 Modern means of Communication (Video Conferencing, e- mail, Teleconferencing)	2.	2. Comprehension exercises of unseen passages along with the given lessons. 3. Vocabulary enrichment and grammar exercises based on the above selective readings.
	4	2.2 Effective Communication Skills: 7 C's of Communication		
3	5	3.1 Correspondence: Enquiry letters	3.	4. Situational Conversation: Requesting and responding to requests; Expressing sympathy and condolence.
	6	Correspondence: Placing orders, complaint letters		
4	7	3.2 Report Writing 3.3 Memos	4.	5. Warning; Asking and giving information.
	8	4.1 Prepositions		
5	9	4.2 Conjunctions	5.	6. Getting and giving permission.
	10	5.1 Presentation Skills: How to prepare and deliver a good presentation 5.2 Telephone Etiquettes		
6	11	1 st sessional test	6.	7. Asking for and giving opinions.
	12	1.3 Speech by Dr Kiran Bedi at IIM Indore 2007 Leadership Concepts		
7	13	2.3 Non-verbal Communication—Significance, Types and Techniques for Effective Communication	7.	8. A small formal and informal speech.
	14	3.4 Circulars		
8	15	3.5 Press Release	8.	9. Seminar.
	16	3.6 Inspection Notes and tips for Note-taking		
9	17	4.3 Punctuation	9.	10. Debate.
	18	4.4 Idioms and Phrases		
10	19	5.3 Importance of developing employable and soft skills	10.	11. Unseen Comprehension Passages and vocabulary enhancement.
	20	5.4 Resume Writing: Definition, Kinds of Resume, Difference between Bio-data and Curriculum Vitae and Preparing a Resume for Job/ Internship		

11	21	2 nd sessional test	11.	12. Interview Skills: Preparing for the Interview and guidelines for success in the Interview and significance of acceptable body-language during the Interview.
	22	1.4 The Bet - by Anton Chekov		
12	23	2.4 Barriers and Effectiveness in Listening Skills	12.	13. Written and Oral Drills will be undertaken in the class to facilitate a holistic linguistic competency among learners.
	24	2.5 Barriers and Effectiveness in Speaking Skills		
13	25	3.7 Corrigendum writing	13.	14. Participation in a GD, Functional and Non-functional roles in GD, Case studies and Role plays.
	26	3.8 Cover Letter 3.9 Drawing inferences		
14	27	4.5 Pairs of words (Words commonly misused and confused)	14.	15. Presentations, using audio-visual aids (including power-point).
	28	4.6 Translation of Administrative and Technical Terms in Hindi or Mother tongue		
15	29	5.5 Group discussions: Concept and fundamentals of Group discussions, and learning Group Dynamics	15.	16. Telephonic interviews, face to face interviews.
	30	5.6 Case Studies and Role Plays		
16	31	3rd Sessional Test	16.	17. Presentations as Mode of Communication: Persuasive Presentations using multi-media aids.
	32	Revision		