

LESSON PLAN

COMMUNICATION SKILLS IN ENGLISH (TH -1A)

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SL. NO.	PERIODS	TOPIC	CHAPTER	SUB CHAPTER
1	PERIOD-1	COMMUNICATION THEORY & PRACTICE	BASIC OF COMMUNICATION	Introduction, Meaning, Definition, Process of Communication
2	PERIOD-2	COMMUNICATION THEORY & PRACTICE	TYPES OF COMMUNICATION	Formal & Informal, Verbal & Non-verbal, Barriers
3	PERIOD-3	COMMUNICATION THEORY & PRACTICE	7C'S FOR EFFECTIVE COMMUNICATION	7C'S for effective communication
4	PERIOD-4	COMMUNICATION THEORY & PRACTICE	ART OF EFFECTIVE COMMUNICATION	Art of effective communication
5	PERIOD-5	COMMUNICATION THEORY & PRACTICE	TECHNICAL COMMUNICATION	Technical Communication
6	PERIOD-6	REVISION CLASS	COMMUNICATION	Chapter Revision and Class Test
7	PERIOD-7	SOFT SKILLS FOR PROFESSIONAL EXCELLENCE	INTRODUCTION	Introduction to Soft Skills & Hard Skills
8	PERIOD-8	SOFT SKILLS FOR PROFESSIONAL EXCELLENCE	IMPORTANCE	Importance of Soft skills
9	PERIOD-9	SOFT SKILLS FOR PROFESSIONAL EXCELLENCE	LIFE SKILLS	Life Skills- Self-awareness & analysis
10	PERIOD-10	SOFT SKILLS FOR PROFESSIONAL EXCELLENCE	SOFT SKILLS	Applying soft skills across cultures
11	PERIOD-11	REVISION CLASS	SOFT SKILL AND HARD SKILL	Chapter Revision and class test
12	PERIOD-12	READING COMPREHENSION	TEXT	"An Astrologer's Day"
13	PERIOD-13	READING COMPREHENSION	TEXT	"The Missing Mail"
14	PERIOD-14	REVISION CLASS	TEXT	Chapter Revision and class test
15	PERIOD-15	READING COMPREHENSION	TEXT	"Doctor's Word"
16	PERIOD-16	READING COMPREHENSION	TEXT	"The Gift of the Magi"
17	PERIOD-17	REVISION CLASS	TEXT	Chapter Revision and class test

18	PERIOD-18	READING COMPREHENSION	TEXT	“Stopping by Woods on a Snowy Evening”
19	PERIOD-19	READING COMPREHENSION	TEXT	“Where is mind is without fear”
20	PERIOD-20	REVISION CLASS	TEXT	Chapter Revision and class test
21	PERIOD-21	PROFESSIONAL WRITING	WRITING SKILLS	Summary writing
22	PERIOD-22	PROFESSIONAL WRITING	WRITING SKILLS	Report writing
23	PERIOD-23	REVISION CLASS	WRITING SKILLS	Chapter Revision and class test
24	PERIOD-24	PROFESSIONAL WRITING	WRITING SKILLS	Business letter
25	PERIOD-25	PROFESSIONAL WRITING	WRITING SKILLS	Personal letter
26	PERIOD-26	REVISION CLASS	WRITING SKILLS	Chapter Revision and class test
27	PERIOD-27	PROFESSIONAL WRITING	WRITING SKILLS	Drafting e-mail
28	PERIOD-28	PROFESSIONAL WRITING	WRITING SKILLS	Notice writing
29	PERIOD-29	PROFESSIONAL WRITING	WRITING SKILLS	Minutes of a meeting
30	PERIOD-30	REVISION CLASS	WRITING SKILLS	Chapter Revision and class test
31	PERIOD-31	PROFESSIONAL WRITING	WRITING SKILLS	Filling of different forms such as Banks and online forms for placement
32	PERIOD-32	REVISION CLASS	WRITING SKILLS	Chapter Revision and class test
33	PERIOD-33	VOCABULARY AND GRAMMER	APPLICATION OF GRAMMER	Vocabulary of commonly used words
34	PERIOD-34	VOCABULARY AND GRAMMER	APPLICATION OF GRAMMER	Commonly used administrative terms
35	PERIOD-35	VOCABULARY AND GRAMMER	APPLICATION OF GRAMMER	One word substitution
36	PERIOD-36	REVISION CLASS	APPLICATION OF GRAMMAR	Chapter Revision and Class test
37	PERIOD-37	VOCABULARY AND GRAMMER	APPLICATION OF GRAMMER	Parts of speech
38	PERIOD-38	VOCABULARY AND GRAMMER	APPLICATION OF GRAMMER	Active and passive voice
39	PERIOD-39	REVISION CLASS	APPLICATION OF GRAMMAR	Chapter Revision and Class test
40	PERIOD-40	VOCABULARY AND GRAMMAR	APPLICATION OF GRAMMAR	Tense
41	PERIOD-41	VOCABULARY AND GRAMMAR	APPLICATION OF GRAMMAR	Punctuation

42	PERIOD-42	REVISION CLASS	APPLICATION OF GRAMMAR	Chapter Revision and class test
43	PERIOD-43	REVISION CLASS	WHOLE SYLLABUS	Previous Year Question Discussion
44	PERIOD-44	REVISION CLASS	WHOLE SYLLABUS	Previous Year Question Discussion
45	PERIOD-45	REVISION CLASS	WHOLE SYLLABUS	Previous Year Question Discussion