



**GOVERNMENT POLYTECHNIC, SONAPUR
DEPARTMENT OF MATHEMATICS AND SCIENCE**

Discipline: CIVIL & MECHANICAL	Semester: 2 ND	Name of the Teaching Faculty: MR MANORANJAN SAHU, LECTURER IN ENGLISH
Subject: COMMUNICATION SKILLS IN ENGLISH Th-1	No. of days/per week class allotted:03	Semester From date: 09.1.2026 To Date: 08.05.2026 No. of Weeks:15
PRE-REQUISITES	Basic knowledge of English grammar and vocabularies	
COURSE OUTCOMES	<p>CO1: Understand the meaning, process of communication, types of communication and barrier in communication and manner to communicate effectively.</p> <p>CO2: Comprehend soft skill and hard skill and to apply it in day to day life.</p> <p>CO3: Comprehend the seen passages and develop basic speaking and writing skills including proper usage of language and vocabulary so that they can become highly confident and skilled speakers and writers.</p> <p>CO4: Write personnel & business letter and drafting of notice and minutes of a meeting.</p> <p>CO5: Apply Enhancement of vocabulary and apply English grammar rules correctly while framing a sentence, and writing letter, application etc.</p>	
Week	Class Day	Theory/Practical Topics
1 ST	1 ST	Introduction to theory 1A (syllabus, objectives, patterns of questions and evaluation)
	2 ND	Unit1: Basics of Communication: Introduction, Meaning & Definition, Process of Communication
	3 RD	Unit1: Types of Communication: Formal & Informal; Advantages and Disadvantages
2 ND	1 ST	Unit1: Areas of Verbal and Non-verbal Communication; Advantages and Disadvantages
	2 ND	Unit2: Introduction to Soft Skills and Hard Skills
	3 RD	Unit2: Importance of Soft Skills
3 RD	1 ST	Unit5: Vocabulary of Commonly Used Words
	2 ND	Unit3: Malgudi Days- An Astrologer's Day
	3 RD	Unit3: Malgudi Days- An Astrologer's Day
4 TH	1 ST	Unit1: 7Cs of Effective Communication
	2 ND	Unit4: Writing Skill: The Art of Summary Writing
	3 RD	Unit4: Writing Skill: The Art of Report Writing
5 TH	1 ST	Unit 3: Stopping By Woods on a Snowy Evening (Poem)
	2 ND	Unit 3: Stopping By Woods on a Snowy Evening (Poem)
	3 RD	Unit5: Application of English Grammar: Parts of Speech
6 TH	1 ST	Unit3: The Gift of the Magi

	2 ND	Unit3: The Gift of the Magi
7 TH	3 RD	Unit2: Life Skills: Self-Awareness and Self-Analysis
	1 ST	Unit2: Applying Soft Skills across Cultures
	2 ND	Unit4: Writing Skill: Filling Up Different Forms(Offline and Online)
8 TH	3 RD	Unit4: Writing Skill: Filling Up Different Forms(Offline and Online)
	1 ST	Unit5: Commonly Used Administrative Terms
	2 ND	Unit5: Punctuation
9 TH	3 RD	Unit3: Malgudi Days- The Missing Mail
	1 ST	Unit3: Malgudi Days- The Missing Mail
	2 ND	Unit4: Writing Skill: Business Letter Writing
10 TH	3 RD	Unit4: Writing Skill: Business Letter Writing
	1 ST	Unit5: Application of English Grammar: Time, Tense and Aspects
	2 ND	Unit5: Application of English Grammar: Time, Tense and Aspects
11 TH	3 RD	Unit5: Application of English Grammar: Time, Tense and Aspects
	1 ST	Unit3: Where the Mind is Without Fear(Poem)
	2 ND	Unit3: Where the Mind is Without Fear(Poem)
12 TH	3 RD	Unit1: Barriers to Effective Communication and Ways to overcome them
	1 ST	Unit1: Art of Effective Communication
	2 ND	Unit1: Technical Communication
13 TH	3 RD	Unit4: Writing Skill: Personal Letter Writing
	1 ST	Unit4: Writing Skill: Personal Letter Writing
	2 ND	Unit3: Malgudi Days- Doctor's Word
14 TH	3 RD	Unit3: Malgudi Days- Doctor's Word
	1 ST	Unit5: One Word Substitution
	2 ND	Unit4: Writing Skill: Drafting Emails, Notices and Preparing Minutes of Meetings
15 TH	3 RD	Unit4: Drafting Emails, Notices and Preparing Minutes of Meetings
	1 ST	Unit5: Application of English Grammar: Voice Change
	2 ND	Unit5: Application of English Grammar: Voice Change
	3 RD	Unit5: Application of English Grammar: Voice Change

LEARNING RESOURCES:

1. M. Ashraf Rizvi. *Effective Technical Communication*. Mc-Graw Hill, 2002.
2. John Nielson. *Effective Communication Skills*. Xlibris, 2008.
3. *Roget's Thesaurus of English Words and Phrases* S.CHANDPUBLICATION.
4. Wren & Martin. *High School English Grammar and Composition*. S Chand, 2024.
5. J. Thomson & A. V. Martinet. *Practical English Grammar*. Oxford University Press, 1997.


Signature of Faculty


Academic Coordinator


Sign of HOD