



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

Discipline: CIVIL & MECHANICAL	Semester: 2ND	Name of the Teaching Faculty: MANORANJAN SAHU, LECTURER IN ENGLISH
Subject: COMMUNICATION SKILLS IN ENGLISH Pr-1 (a)	No. of classes/per week : 04	Semester From date: 09.1.2026 To Date: 08.5.2026 No. of Weeks: 15
PRE- REQUISITES	Basic knowledge of English grammar and vocabulary	
COURSE OUTCOMES	CO1: Apply four S i.e Listening, Speaking, Reading and Writing effectively in day to day life. CO2: Use of correct pronunciation, intonation,, stress, rhythm, speed, and pause while communicating with others. CO3:Comprehend the basic etiquette of interview, GD, conversation and presentation.	
Week	Class Day	Theory/Practical Topics
1 ST	1 ST	Unit1:ListeningSkills(Meaning, Process, Types and Effective Tips)
	2 ND	Unit1:ListeningSkills:Introduction to Recorded Lectures, Poems, Audio Content
2 ND	1 ST	Unit1:ListeningSkills:Introduction to Recorded Lectures, Poems, Audio Content
	2 ND	Unit1:ListeningSkills:IntroductiontoRecordedLectures,Poems,AudioContent
3 RD	1 ST	Unit1:ListeningSkills:AssessmentActivity
	2 ND	Unit2:Phonetics(Meaning, Importance of Phonetics & Introduction to IPA)
4 TH	1 ST	Unit2:Phonetics(Introduction to Consonant Sounds)
	2 ND	Unit2:Phonetics(Introduction to Consonant Sounds)
5 TH	1 ST	Unit2:Phonetics(Introduction to Vowel Sounds)
	2 ND	Unit2:Phonetics(Introduction to Vowel Sounds)
6 TH	1 ST	Unit2:Phonetics (Introduction to Diphthongs)
	2 ND	Unit2:Phonetics(Transcription of Words as per IPA)
7 TH	1 ST	Unit2:Phonetics(Transcription of Words as per IPA)
	2 ND	Unit2:Phonetics(Syllables, Stress and Pitch)
8 TH	1 ST	Unit2:Phonetics(Tone and Intonation)
	2 ND	Unit2:Assessment
9 TH	1 ST	Unit3:SpeakingSkills(Activity-Group Discussion)
	2 ND	Unit3:SpeakingSkills(Activity-Group Discussion)
10 TH	1 ST	Unit3:SpeakingSkills(Activity –Public Speaking and Presentation)
	2 ND	Unit3:SpeakingSkills(Activity –Public Speaking and Presentation)

11 TH	1 ST	Unit3:SpeakingSkills(Activity-Conversation Practice and Role Play)
	2 ND	Unit3:SpeakingSkills(Activity-Conversation Practice and Role Play)
12 TH	1 ST	Unit3:SpeakingSkills(Activity- Conversation Practice and Role Play)
	2 ND	Unit3:SpeakingSkills(Activity- Conversation Practice and Role Play)
13 TH	1 ST	Unit3:SpeakingSkills(Activity-Mock Interview)
	2 ND	Unit3:SpeakingSkills(Activity-Mock Interview)
14 TH	1 ST	Unit3:SpeakingSkills(Activity-Mock Interview)
	2 ND	Unit3:SpeakingSkills(Activity-Mock Interview)
15 TH	1 ST	Unit3:SpeakingSkills(Assessment)
	2 ND	Unit3:SpeakingSkills(Assessment)

LEARNING RESOURCES:

1. Bansal and Harrison. *Spoken English*. Orient Black Swan, 2011.
2. James Hartman & et al. Ed. *English Pronouncing Dictionary*. Cambridge: Cambridge University Press, 2006.
3. Pfeiffer; William Sanborn and T.V.S Padmaja. *Technical Communication: A Practical Approach*. 6th edn. Delhi: Pearson, 2007.


Signature of Faculty


Academic Coordinator


Signature of HOD