

GOVERNMENT CO.ED POLYTECHNIC RAIPUR (C.G)

DEPARTMENT OF HUMANITIES

LESSON PLAN

Session: 2024-2025

Session start as per university calendar

Course Name: Communication Skills-II

Name of Subject Teacher: Dr. Sharmista Bano

Lecturer plan L-1-3

Course code: 2000271(046)

Hours Allotted: 48

Class room Instruction Start Date:

Discipline: All Branch	Semester: SECOND	Topics	Sub Topic to be covered under this unit	Total hours	No. of periods		Date of Class Conducted	Use of AV resources if any	Remarks if any ex:cls
					planned	Actual No of periods taken			
1	1	GRAMMAR	Auxiliary Verbs	12 HOURS	1	1	12-04-2025		
			Use of Auxiliaries in proper place rules		1	1	15-04-2025		
			Correct use of Auxiliary verbs: (Ex)		1	1	16-04-2025		
			MODIFIERS		1	1	16-04-2025		
			Modifiers		1	1	17-04-2025		
			Use modifiers in proper place		1	1	18-04-2025		
			Correct use of modifiers (Ex)		1	1	19-04-2025		
			Correct use of Adverbial Phrases		1	1	21-04-2025		
			Degree		1	1	22-04-2025		
			Use different degree in a sentence		1	1	23-04-2025		
			Correct use of degree in a sentence (Ex)		1	1	24-04-2025		
			One word substitute		1	1	24-04-2025		
			Degree & exercise		1	1	25-04-2025		
			Narration (Direct & Indirect speech)		1	1	26-04-2025		
			Change Narration (Rules)		1	1	29-04-2025		
			Change Narration (Rules with Example)		1	1	29-04-2025		
			Change Narration (Example)		1	1	01-05-2025		
			Jumbled words		1	1	02-05-2025		
			Use different degree in a sentence		1	1	03-05-2025		
			Fill up the blank (auxiliary verb)		1	1	04-05-2025		
			Underline the modifiers in each sentence		1	1	05-05-2025		
			Under adjective or verb phrase		1	1	06-05-2025		
			Using the correct degree of comparison positive, comparative & superlative degree		1	1	07-05-2025		
			One Word Substitute		1	1	08-05-2025		rev
Rearrangement Of Jumbled Words	1	1	09-05-2025		rev				
Use Of Degree in Sentence	1	1	10-05-2025		rev				
Correct Use Of Phrase	1	1	11-05-2025		rev				
Exercise	1	1	12-05-2025		rev				
Rearrangement Of Jumbled Words	1	1	13-05-2025		rev				
Exercise On Narration	1	1	14-05-2025		rev				
Exercise On Narration	1	1	15-05-2025		rev				
Exercise Given in (Summer Vacation )									
		Static features of Non- Verbal Communication			1	1	30-01-2025		
		Role of Static features of non-verbal communication in Distance, posture and physical contact etc			1	1	01-04-2025		
					1	1	03-04-2025		

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3 PARAGRAPH & LETTER WRITING

Format of letter writing	1	1	01/07/2025		
Types of Business Letters	1	1	02/07/2025		
Applications for Job	1	1	03/07/2025		
Leave Letter	1	1	04/07/2025		
Resume Writings	1	1	05/07/2025		21/07/2025
Sample Resume for Job	1	1	07/07/2025		21/07/2025
Letter of Enquiry / purchase	1	1	09/07/2025		23/07/2025
Letter of Enquiry / purchase	1	1	10/07/2025		25/07/2025
Letter of Enquiry / purchase	1	1	11/07/2025		26/07/2025
Letter of Order Placement	1	1	12/07/2025		28/07/2025
Letter of Complaints	1	1	14/07/2025		29/07/2025
Letter of Complaints	1	1	15/07/2025		30/07/2025
Letter of Complaints	1	1	16/07/2025		31/07/2025
Letter of Complaints	1	1	17/07/2025		

14 HOURS

4 TECHNICAL REPORT WRITING

Report writing	1	1	17/03/2025		
Characteristics of A Good Report	1	1	17/03/2025		
Types of Technical Report	1	1	17/03/2025		
Technical Report (example )	1	1	19/03/2025		
A General Outline of Project Report	1	1	21/03/2025		
Format of a Project report	1	1	22/03/2025		
formal and informal	1	1	24/03/2025		
Sample Report in Correct Format	1	1	25/03/2025		
report types	1	1	26/03/2025		
Notices (Introduction )	1	1	26/03/2025		
Progress Report Of Any Assumed Work	1	1	27/03/2025		
Purposes of Notices	1	1	28/03/2025		
Qualities of Notices	1	1	28/03/2025		
Prepare Notice in correct format (Ex.)	1	1	28/03/2025		
Format / draft of Notice/ structure of notice	1	1	29/03/2025		
Purpose of E-Mail	1	1	29/03/2025		
Format of E-Mail	1	1	31/03/2025		
Draft notices and e-mail	1	1	31/03/2025		

14 HOURS

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