

# GOVERNMENT GIRLS POLYTECHNIC BILASPUR

DEPARTMENT OF COMPUTER SCIENCE/IT/ET&T;

## LESSON PLAN

Session : ~~JULY-DEC~~ 2025

Course Name : Communication Skills

Subject Code : 2000A05DT046

Name of Subject Teacher : Anil Kumar Chhatre

Lecture plus Tutorial/Week : 3

S. No	CO Name	Topics Covered	No. of Periods Planned
1 2 3 4 5 6 7	CO-1: Use elementary grammar to form correct sentences in communication	<b>Unit 1 – English Grammar</b>	
		Introduction to English Grammar	2
		Determiners – Types and usage	3
		Tenses – Present, Past, Future	4
		Passive Voice	2
		Subject-Verb Agreement	2
		Prepositions and sentence formation practice	2
		Grammar exercises and classroom activities	1
8 9 10 11 12 13	CO-2: Demonstrate LSRW skills using professional and technical words from prescribed passages	<b>Unit 2 – LSRW Skills</b>	
		Introduction to LSRW Skills (Listening, Speaking, Reading, Writing)	2
		Passage: Language of Science	2
		<del>Introduction to English Grammar</del> Passage: Entrepreneurship	2
		Passage: Our Environment	2
		Vocabulary building and comprehension practice	2
		Loud reading and question answering practice	2
14 15 16 17 18 19	CO-3: Develop creative writing skills using learnt words from prescribed stories	<b>Unit 3 – Short Stories and Creative Writing</b>	
		Introduction to Short Stories and Creative Writing	1
		Story: An Astrologer's Day	2
		Story: The Selfish Giant	2
		Story: A Letter to God	2
		Writing summaries and moral of stories	2
		Short and long answer writing practice	1
20 21 22 23 24	CO-4: Demonstrate understanding of principles and models of effective communication	<b>Unit 4 – Communication Principles</b>	
		Communication – Meaning and Objectives	1
		Elements of Communication Process	1
		Seven C's of Communication	1
		Communication Skills – Listening, Speaking, Reading, Writing	2
		Barriers in Communication and overcoming them	1

*Anil Kumar Chhatre*

	CO-5: Apply non-verbal communication and active listening skills	<b>Unit 5 – Non-verbal Communication</b>	
25		Introduction to Non-verbal Communication	1
26		Static features – Distance, Posture, Body language	1
27		Dynamic features – Eye contact, Gestures, Facial expression	1
28		Listening vs Hearing	1
29		Practice activities and demonstrations	1

Total Lectures: 48

Name of Subject Teacher : Anil Kumar Chhatre

Signature : \_\_\_\_\_

