

Government Girls Polytechnic, Bilaspur

LESSON PLAN

Session start date as per University

Course Name: Communication Skills-11 (Course Code: 200251/46)

Name of Subject Teacher: Mrs. Manorama Sahu

Lecture plus Tutorial /week : 3+2

Session - JAN to JUNE 2025. ; Semester : 2nd

Discipline : CSE, IT & ET (Common)

LESSON PLAN

Course Outcome	Topic/sub topics to be covered under this Unit	No. of periods planned.
CO-1 Use grammatically correct sentences in speaking & writing	<ol style="list-style-type: none"> 1. Basic Sentence Pattern 2. Infinitives 3. Modifiers 4. Degree 5. Narration 6. Adverbial Phrases 7. Conjunction. 8. One Word Substitution 	<p>1</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>2</p> <p>2</p> <p>1</p>
CO-2 Demonstrate appropriate non-verbal expression while communicating with others in different situations	<ol style="list-style-type: none"> 1. Static features of Non-Verbal communication - <ol style="list-style-type: none"> (a) Distance (b) Posture (c) Physical Contact etc. 2. Dynamic features of Non-verbal communications <ol style="list-style-type: none"> (a) Mannerism (b) Head & Hand Movement - (c) Eye to Eye contact - (d) Facial expressions 	<p>8</p> <p>8</p>

LESSON PLAN

Course Outcome	Topic/subtopics to be covered under this unit	No. of periods planned
<p style="text-align: center;">CO-3</p> <p>Draft letters, Notices, Circulars using correct format</p>	<p>1. Paragraph Writing (Example of Different Paragraphs.)</p> <p>2. Letter Writing</p> <p>(a) Purpose of letters</p> <p>(b) Characteristics of a Letter</p> <p>(c) Mechanics & Style.</p> <p>(d) Types of Business Letters Applications for Job & Resume Writing</p> <p>(e) Letter of Enquiry</p> <p>(f) Letter for Order Placement</p> <p>(g) Letter of Complaints / Faults</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p> <p style="text-align: center;">2</p>
<p style="text-align: center;">CO-4</p> <p>Draft different types of report in prescribed format</p>	<p>Technical Report Writing</p> <p>1. Characteristics of a Good Report</p> <p>2. Forms of Technical Report</p> <p>3. Types of Technical Report</p> <p>4. (a) Format of Project Report</p> <p>(b) Guidelines for writing Project</p> <p>(c) Notices</p> <p>(d) Circulars</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">6</p> <p style="text-align: center;">4</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p> <p style="text-align: center;">1</p>

Manorama Sahu



Manorama Sahu
Lecturer (Physics)
Govt. Girls Polytechnic
Bilaspur (G.G.)