

LESSON PLAN

Program Name	MECH. ENGG
Course/Subject Name	English and Comm. Skills
Course/Subject Code	HS-101 & HS-103
Course/Subject Coordinator Name	ANJNA KUMARI

Evaluation scheme

S.No.	Subject Name	Study scheme (Hrs/Week)	Marks in evaluation scheme			
			Internal Assessment		External Assessment	
			Theory	Practical	Theory	Practical
1.	English and Communication Skills Language lab	4 (L: 3, T:0, P: 2)	50	50	100	100
Reference books		11. Essentials of Business Communication, Rajendra Pal and J.S. Korlahalli - Sultan Chand and Sons 12. Communication Techniques and Skills, R. K. Chadha - Dhanpat Rai Publications 13. Practical English Usage, Michael Swan - Oxford University Press 14. Text Book of English and Communication Skills Vol - 1, 2, Alwinder Dhillon and Parmod Kumar Singla - Abhishek Publications 15. Course in English Pronunciation, J. Sethi, Kamlesh Sadanand and D.V Jindal - PHI Learning 16. Creative English for Communication, Krishnaswamy N. - Macmillan 17. High School English Grammar and Composition, Wren and Martin- S. Chand 18. Speaking Effectively, Jermy Comfort - Cambridge ONLINE RESOURCES 19. idoc.pub > documents > life-sketch-of-dr-apj-abdul 20. https://www.vedantu.com/commerce/barriers-in-communication				

COURSE OUTCOMES

After completing this course along with its companion course, students will be able to:

Course Outcome	Bloom's Level
CO 1.Explain the fundamentals of communication, including its principles, process, barriers, and strategies to overcome these.	L2
CO 2.Comprehend listening and writing forms of communication.	L2
CO 3.Demonstrate proficiency in verbal and non-verbal communication skills in academic, personal and professional contexts.	L3
CO 4.Apply correct grammatical structures in speaking and writing.	L3

Teaching Plan:

Lecture No.	Name of topic	Proposed Date	Actual Date	Remarks
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1-2	Unit 1: Fundamentals of Communication Skills: Concept, Significance and Process of Communication,	10-08-2026, 12-08-2026		
3	Levels and Types of Communication: Verbal and Non-verbal;	17-08-2026		
4-5	Formal and Informal, Barriers to Effective Communication and how to Overcome these	19-08-2026		
6	7C's for Effective Communication	22-08-2026		
7-8	Listening Skills : Significance and Essentials of Active Listening Skills	24-08-2026 & 26-08-2026		
9-10	Speaking Skills: Significance and Essentials of Effective Spoken Communication	29-08-2026 31-08-2026		
11-12	Concept and Significance of Soft and Life Skills – Role of Communication Skills in Developing Soft and Life Skills	02/09/2026, 05-09-2026		
13-14	Unit 2: Reading Skills Definition, Meaning and Significance of Reading Skills	07-09-2026		
15-16	Techniques of Reading: SQ3R method of Reading – Survey, Question, Read, Recite	09-09-2026, 14-09-2026		
17	Review, Skimming and Scanning,	16-09-2026		
18-19	Extensive and Intensive Reading	19-09-2026 21-09-2026		
20	Literature and Textual Study for honing Reading Skills: Poetry: Daffodils by William Wordsworth.	23-09-2026		
21-22	Prose: Life Sketch of Dr. A.P.J. Abdul Kalam	26- 09-2026 28-09-2026		
23	Short Story: With the Photographer by Stephen Leacock	30-09-2026		
24	Unit 3: Functional Grammar and Vocabulary Tenses	03-10-2026		
25	Tenses	05-10-2026		
26	Change of Voice	07-10-2026		
27	Change of Voice	12-10-2026		
28	Change of Narration	14-10-2026		
29	Change of Narration	17-10-2026		
30	Article	19-10-2026		
31-32	Parts of Speech: Noun, Pronoun	21-10-2026 & 24-10-2026		
33	Adjective, Verb, Adverb	28-10-2026		
34	Conjunction, Preposition	31-10-2026		
35	Glossary of Administration terms	02-11-2026		
36	Pair of Words	04-11-2026		
37	Synonyms, Antonyms.	07-11-2026		
38	Unit 4: Writing Skills Significance and Essential Components of Writing Skills	09-11-2026		
39	Drafting Skills: Significance of Notice, Circular	11-11-2026		
40	Official letters and Email etiquette	16-11-2026		
41	Writing Paragraphs through Outlines	18-11-2026		
42	Resume Writing and Forwarding Letter	21-11-2026		
43	Revision	23-11-2026		
44	Revision	25-11-2026		
45	Revision	28-11-2026		

Assignments:

Assignment serial	Contents of syllabus covered	Proposed date	Actual date	Remarks
A-1	Fundamentals of Communication Skills, Reading Skills	01-09-2026		

A-2	Functional Grammar and Vocabulary, Writing Skills	05-10-2026		
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House Test/Class Test:

House/Class Test	Contents of syllabus covered	Proposed date	Actual date	Remarks
CT-I	30% of the syllabus	2 nd week of September 2026		
CT-II	Next 30% of the syllabus	2 nd week of October 2026		
House Test	80% of the syllabus	1 st Week of November 2026		

Lab Plan:

Exp. No.	Name of experiment	Actual date		Remarks
		G-1	G-2	
1	Demonstration of Listening Skills with suitable and relevant examples of: Difference between Hearing and Listening; Process and Steps in Listening Effectively; Types of Listening; Barriers in Listening; Tips for Effective Listening.	04-08-2026	05-08-2026	
2	Exercises of Listening to Monologues and Dialogues through - audio/video, with Appropriate Feedback for Improvement.	11-08-2026	12-08-2026	
3	Demonstration and Practice of Basic Phonetics and Sound Recognition: Structure of Language; Phoneme (Word Sound), Phonetics (Production of speech sounds); Consonant Sounds; Vowel Sounds: Monophthongs (Short, Long sounds) and Diphthongs; Phonic Sounds of English Alphabet.	18-08-2026	19-08-2026	
4	Practice on Phonetics: Word stress and Intonation in Effective Speech.	25-08-2026	26-08-2026	
5	Speaking Skills: Recapitulation of Significance and essentials of Effective Spoken Communication.	01-09-2026	02-09-2026	
6	Confidently Introduce Yourself and Others, extend Greetings, in Formal and Informal settings	08-09-2026	09-09-2026	
7	Deliver Short Speeches: Welcome Speech, Farewell Speech, Impromptu Speech, using Essentials Elements of a Good Speech.	15-09-2026	16-09-2026	
8	Deliver Effective Academic presentations using audio-visual aids (PPTs/videos).	22-09-2026	23-09-2026	
9	Practice Writing Skills using Correct Formats: Formal Letter and Emails, Notice and Circular	29-09-2026	30-09-2026	
10	Different Reports, Resume and Covering Letter	06-10-2026	07-10-2026	
11	Demonstration and Practice of appropriate Body Language and other important aspects of Non-Verbal Communication.	13-10-2026	14-10-2026	
12	Participate effectively in Group Discussion and Meetings, displaying Team Spirit and Collaboration.	27-10-2026	21-10-2026	
13	Mock Interviews- Personal and Telephonic Interview.	03-11-2026	28-10-2026	
14	Role Play Activities-Situational Conversations	10-11-2026	04-11-2026	
15	Do's and Don'ts in Digital Communication and Social Media.	17-11-2026	11-11-2026	
16	Revision		18-11-2026	
17	Revision		25-11-2026	

(Signature of Teacher)

Anjia Kumari

(Signature of HOD)

LESSON PLAN

Program Name	COMPUTER ENGG
Course/Subject Name	English and Comm. Skills
Course/Subject Code	HS-101 & HS-103
Course/Subject Coordinator Name	ANJNA KUMARI

Evaluation scheme

S.No.	Subject Name	Study scheme (Hrs/Week)	Marks in evaluation scheme			
			Internal Assessment		External Assessment	
			Theory	Practical	Theory	Practical
1.	English and Communication Skills Language lab	5 (L: 3, T:0, P: 2)	50	50	100	100
Reference books		- Essentials of Business Communication, Rajendra Pal and J.S. Korlahalli - Sultan Chand and Sons - Communication Techniques and Skills, R. K. Chadha - Dhanpat Rai Publications - Practical English Usage, Michael Swan - Oxford University Press - Text Book of English and Communication Skills Vol - 1, 2, Alwinder Dhillon and Parmod Kumar Singla - Abhishek Publications - Course in English Pronunciation, J. Sethi, Kamlesh Sadanand and D.V Jindal - PHI Learning - Creative English for Communication, Krishnaswamy N. - Macmillan - High School English Grammar and Composition, Wren and Martin- S. Chand - Speaking Effectively, Jermy Comfort - Cambridge				
		ONLINE RESOURCES - idoc.pub > documents > life-sketch-of-dr-apj-abdul https://www.vedantu.com/commerce/barriers-in-communication				

COURSE OUTCOMES

After completing this course along with its companion course, students will be able to:

Course Outcome	Bloom's Level
CO 1.Explain the fundamentals of communication, including its principles, process, barriers, and strategies to overcome these.	L2
CO 2.Comprehend listening and writing forms of communication.	L2
CO 3.Demonstrate proficiency in verbal and non-verbal communication skills in academic, personal and professional contexts.	L3
CO 4.Apply correct grammatical structures in speaking and writing.	L3

Teaching Plan:

Lecture No.	Name of topic	Proposed Date	Actual Date	Remarks
1-2	Unit 1: Fundamentals of Communication Skills: Concept, Significance and Process of Communication,	11-08-2026, 13-08-2026, 14-08-2026		
3	Levels and Types of Communication: Verbal and Non-verbal;	18-08-2026		
4-5	Formal and Informal, Barriers to Effective Communication and how to Overcome these	20-08-2026, 21-08-2026 & 22-08-2026		
6	7C's for Effective Communication	25-08-2026		
7-8	Listening Skills : Significance and Essentials of Active Listening Skills	27-08-2026 & 29-08-2026		
9-10	Speaking Skills: Significance and Essentials of Effective Spoken Communication	01-09-2026 05-09-2026		
11-12	Concept and Significance of Soft and Life Skills – Role of Communication Skills in Developing Soft and Life Skills	08/09/2026, 11-09-2026		
13-14	Unit 2: Reading Skills Definition, Meaning and Significance of Reading Skills	15-09-2026, 18-09-2026		
15-16	Techniques of Reading: SQ3R method of Reading – Survey, Question, Read, Recite	19-09-2026, 22-09-2026 & 25-09-2026		
17	Review, Skimming and Scanning,	26-09-2026		
18-19	Extensive and Intensive Reading	29-09-2026 03-10-2026		
20	Literature and Textual Study for honing Reading Skills: Poetry: Daffodils by William Wordsworth.	06-10-2026		
21-22	Prose: Life Sketch of Dr. A.P.J. Abdul Kalam	09-10-2026 13-10-2026		
23	Short Story: With the Photographer by Stephen Leacock	16-10-2026		
24	Unit 3: Functional Grammar and Vocabulary Tenses	17-10-2026		
25	Tenses	23-10-2026		
26	Change of Voice	24-10-2026		
27	Change of Voice	27-10-2026		
28	Change of Narration	30-10-2026		
29	Change of Narration	31-10-2026		
30	Article	02-11-2026		
31-32	Parts of Speech: Noun, Pronoun	06-11-2026 & 07-11-2026		
33	Adjective, Verb, Adverb	09-11-2026		
34	Conjunction, Preposition	13-11-2026		
35	Glossary of Administration terms	16-11-2026		
36	Pair of Words	20-11-2026		
37	Synonyms, Antonyms.	21-11-2026		
38	Unit 4: Writing Skills Significance and Essential Components of Writing Skills	21-11-2026		
39	Drafting Skills: Significance of Notice, Circular	27-11-2026		
40	Official letters and Email etiquette	27-11-2026		
41	Writing Paragraphs through Outlines	28-11-2026		
42	Resume Writing and Forwarding Letter	28-11-2026		

Assignments:

Assignment serial	Contents of syllabus covered	Proposed date	Actual date	Remarks
A-1	Fundamentals of Communication Skills, Reading Skills	01-09-2026		

A-2	Functional Grammar and Vocabulary, Writing Skills	05-10-2026		
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House Test/Class Test:

House/Class Test	Contents of syllabus covered	Proposed date	Actual date	Remarks
CT-I	30% of the syllabus	2 nd week of September 2026		
CT-II	Next 30% of the syllabus	2 nd week of October 2026		
House Test	80% of the syllabus	1 st Week of November 2026		

Lab Plan:

Exp. No.	Name of experiment	Actual date		Remarks
		G-1	G-2	
1	Demonstration of Listening Skills with suitable and relevant examples of: Difference between Hearing and Listening; Process and Steps in Listening Effectively; Types of Listening; Barriers in Listening; Tips for Effective Listening.		13-08-2026	
2	Exercises of Listening to Monologues and Dialogues through - audio/video, with Appropriate Feedback for Improvement.		20-08-2026	
3	Demonstration and Practice of Basic Phonetics and Sound Recognition: Structure of Language; Phoneme (Word Sound), Phonetics (Production of speech sounds); Consonant Sounds; Vowel Sounds: Monophthongs (Short, Long sounds) and Diphthongs; Phonic Sounds of English Alphabet.		27-08-2026	
4	Practice on Phonetics: Word stress and Intonation in Effective Speech.		03-09-2026	
5	Speaking Skills: Recapitulation of Significance and essentials of Effective Spoken Communication.		10-09-2026	
6	Confidently Introduce Yourself and Others, extend Greetings, in Formal and Informal settings		17-09-2026	
7	Deliver Short Speeches: Welcome Speech, Farewell Speech, Impromptu Speech, using Essentials Elements of a Good Speech.		24-09-2026	
8	Deliver Effective Academic presentations using audio-visual aids (PPTs/videos).		01-10-2026	
9	Practice Writing Skills using Correct Formats: Formal Letter and Emails, Notice and Circular		08-10-2026	
10	Different Reports, Resume and Covering Letter		15-10-2026	
11	Demonstration and Practice of appropriate Body Language and other important aspects of Non-Verbal Communication.		22-10-2026	
12	Participate effectively in Group Discussion and Meetings, displaying Team Spirit and Collaboration.		05-11-2026	
13	Mock Interviews- Personal and Telephonic Interview.		12-11-2026	
14	Role Play Activities-Situational Conversations		19-11-2026	
15	Do's and Don'ts in Digital Communication and Social Media.		26-11-2026	

(Signature of Teacher)

Angela Karmali

(Signature of HOD)

[Signature]

LESSON PLAN

Program Name	COMP. & IOT
Course/Subject Name	English and Comm. Skills
Course/Subject Code	HS-101 & HS-103
Course/Subject Coordinator Name	Dr. Vijay Lakshmi

Evaluation scheme

S.No.	Subject Name	Study scheme - (Hrs/Week)	Marks in evaluation scheme			
			Internal Assessment		External Assessment	
			Theory	Practical	Theory	Practical
1.	English and Comm. Skills English and Comm. Skills lab	5 (L: 3, T:0, P: 2)	50	50	100	100

Reference books

1. Essentials of Business Communication, Rajendra Pal and J.S. Korlahalli - Sultan Chand and Sons
2. Communication Techniques and Skills, R. K. Chadha - Dhanpat Rai Publications
3. Practical English Usage, Michael Swan - Oxford University Press
4. Text Book of English and Communication Skills Vol - 1, 2, Alwinder Dhillon and Parmod Kumar Singla - Abhishek Publications
5. Course in English Pronunciation, J. Sethi, Kamlesh Sadanand and D.V Jindal - PHI Learning
6. Creative English for Communication, Krishnaswamy N. - Macmillan
7. High School English Grammar and Composition, Wren and Martin- S. Chand
8. Speaking Effectively, Jermy Comfort - Cambridge

ONLINE RESOURCES

9. idoc.pub › documents › life-sketch-of-dr-apj-abdul
10. <https://www.vedantu.com/commerce/barriers-in-communication>

COURSE OUTCOMES

After completing this course along with its companion course, students will be able to:

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CO 3.Demonstrate proficiency in verbal and non-verbal communication skills in academic, personal and professional contexts.	L3
CO 4.Apply correct grammatical structures in speaking and writing.	L3

Teaching Plan:

Lecture No.	Name of topic	Proposed Date	Actual Date	Remarks
1-2	Unit 1: Fundamentals of Communication Skills: Concept, Significance and Process of Communication,	10-08-2026, 11-08-2026		
3	Levels and Types of Communication: Verbal and Non-verbal;	13-08-2026		
4-5	Formal and Informal, Barriers to Effective Communication and how to Overcome these	17-08-2026 & 18-08-2026		
6	7C's for Effective Communication	20-08-2026		
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9-10	Speaking Skills: Significance and Essentials of Effective Spoken Communication	27-08-2026, 31-08-2026		
11-12	Concept and Significance of Soft and Life Skills – Role of Communication Skills in Developing Soft and Life Skills	01-09-2026 03-09-2026		
13-14	Unit 2: Reading Skills Definition, Meaning and Significance of Reading Skills	07-09-2026, 08/09/2026		
15-16	Techniques of Reading: SQ3R method of Reading – Survey, Question, Read, Recite	10-09-2026 & 14-09-2026		
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23	Short Story: With the Photographer by Stephen Leacock	29-09-2026		
24	Unit 3: Functional Grammar and Vocabulary Tenses	01-10-2026		
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35	Glossary of Administration terms	03-11-2026		
36	Pair of Words	05-11-2026		
37	Synonyms, Antonyms,	09-11-2026		
38	Unit 4: Writing Skills Significance and Essential Components of Writing Skills	10-11-2026		
39	Drafting Skills: Significance of Notice, Circular	12-11-2026		
40	Official letters and Email etiquette	16-11-2026		
41	Writing Paragraphs through Outlines	17-11-2026		
42	Resume Writing and Forwarding Letter	19-11-2026		
43	Revision	23-11-2026		
44	Revision	26-11-2026		

Assignments:

Assignment serial	Contents of syllabus covered	Proposed date	Actual date	Remarks
A-1	Fundamentals of Communication Skills, Reading Skills	01-09-2026		
A-2	Functional Grammar and Vocabulary, Writing Skills	05-10-2026		

House Test/Class Test:

House/Class Test	Contents of syllabus covered	Proposed date	Actual date	Remarks
CT-I	30% of the syllabus	2 nd week of September 2026		
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House Test	80% of the syllabus	1 st Week of November 2026		

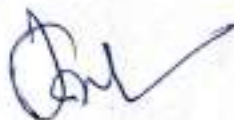
Lab Plan:

Exp. No.	Name of experiment	Actual date		Remarks
		G-1	G-2	
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2	Exercises of Listening to Monologues and Dialogues through - audio/video, with Appropriate Feedback for Improvement.	19-08-2026	29-08-2026	
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4	Practice on Phonetics: Word stress and Intonation in Effective Speech.	02-09-2026	19-09-2026	
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7	Deliver Short Speeches: Welcome Speech, Farewell Speech, Impromptu Speech, using Essentials Elements of a Good Speech.	23-09-2026	03-10-2026	
8	Deliver Effective Academic presentations using audio-visual aids (PPTs/videos).	30-09-2026	17-10-2026	
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13	Mock Interviews- Personal and Telephonic Interview.	04-11-2026	21-11-2026	
14	Role Play Activities-Situational Conversations	11-11-2026	28-11-2026	
15	Do's and Don'ts in Digital Communication and Social Media.	18-11-2026	28-11-2026	
16	Revision	25-11-2026		



(Signature of Teacher)

Dr. Vijay Larkshmi



(Signature of HOD)

Dr. Vibha Sharma

LESSON PLAN

Program Name	COMPUTER ENGG
Course/Subject Name	English and Comm. Skills
Course/Subject Code	HS-101 & HS-103
Course/Subject Coordinator Name	Dr. Vijay Lakshmi

Evaluation scheme

S.No.	Subject Name	Study scheme (Hrs/Week)	Marks in evaluation scheme			
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COURSE OUTCOMES

After completing this course along with its companion course, students will be able to:

Course Outcome	Bloom's Level
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14	Role Play Activities-Situational Conversations	27-11-2026		
15	Do's and Don'ts in Digital Communication and Social Media.	27-11-2026		

Dakshini

(Signature of Teacher)

Dr. Vijay Lakshmi

Dr. Vibha Sharma

(Signature of HOD)

Dr. Vibha Sharma