

**PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY**

**Department of Applied Sciences and Humanities**

**Subject Name: Basics of Communication Skills**

**Year/Semester: 1<sup>st</sup>/ ODD(2024-25)**

**Subject Code: ASH-106**

**LESSON PLAN**

<b>Sr. No.</b>	<b>Lecture No.</b>	<b>Description of Topic</b>	<b>Tentative Date</b>	<b>Executed On</b>	<b>Methodology</b>	<b>Target Outcomes</b>
1	L1	Introduction of syllabus, CO's and exam pattern	29/08/24	29/08/24	Interaction methodology	
2	L2	Relevance of English subject for technical students	30/08/24	30/08/24	Interaction methodology	
3	L3	Relevance of Communication: brief intro. of L,S, R & W	03/09/24	03/09/24	Interaction methodology	
4	L4	Listening Skills, Types of Listening	04/09/24	04/09/24	Discussion method with the use of smartboard	CO1
5	L5	Active Listening: Gathering the main idea, sequencing	10/09/24	10/09/24	Discussion method with the use of smartboard	
6	L6	Note-making, Summarising	11/09/24	11/09/24	Playway Methodology	
7	L7	Paraphrasing	12/09/24	12/09/24	Playway Methodology	
8	L8	Barriers of Listening	15/09/24	17/09/24	Playway Methodology	
9	L9	Strategies for Effective Listening	18/09/24	18/09/24	Discussion method with the use of smartboard	
10	L10	Essentials of Speaking skills:	19/09/24	19/09/24	Interaction with the use of	

		Confidence, Brevity, pronunciation, appropriate vocabulary			smartboard	CO2
11	L11	Essentials of Speaking skills: Clarity, tone, pace, body language (gestures), facial expressions,	20/09/24	20/09/2 4	Interaction with the use of smartboard	
12	L12	Essentials of Speaking skills: body language (gestures), facial expressions,	22/09/24	24/09/2 4	Interaction with the use of smartboard	
13	L13	Speaking in different situations: Everyday situations	26/10/24	03/10/2 4	Methodology with the use of easy test(KBC)	
14	L14	Speaking in different situations: Academic (in classroom, before seniors, teachers)	04/10/24	04/10/2 4	Methodology with the use of easy test(KBC)	
15	L15	Public speaking, Participating in debates and discussions,	10/10/24	10/10/2 4	Interaction Methodology	
16	L16	Public speaking, Storytelling	14/10/24	14/10/2 4	Interaction Methodology	
17	L17	Barriers to effective speaking,	16/10/24	16/10/2 4	Interaction with the use of smartboard	
18	L18	Strategies for Effective Speaking	22/10/24	24/10/2 4	Interaction with the use of smartboard	
19	L19	Importance of Reading Skills	25/10/24	25/10/2 4	Interaction with the use of smartboard	
20	L20	Types of Reading:	05/08/24	05/08/2 4	Flip Learning Mode with the use	

		Skimming			of PPT	
21	L21	Types of Reading: Scanning,	07/11/24	07/11/24	Flip Learning Mode with the use of PPT	CO3
22	L22	Types of Reading: comprehending the main idea, understanding implications, analysing,	14/11/24	14/11/24	Interaction with the use of smartboard	
23	L23	Strategies for Effective Reading	15/11/24	15/11/24	Interaction with the use of smartboard	
24	L24	Application of Reading Skills in Flowers for Algernon by Daniel Keyes(Case Study)	17/11/24	19/11/24	Subjective test	
25	L25	Application of Reading Skills in Of Studies by Francis Bacon(Essay)	21/11/24	21/11/24	Subjective test	
26	L26	Application of Reading Skills in The Proposal by Anton Chekov(One Act Play)	22/11/24	22/11/24	Subjective test	
27	L27	Application of Reading Skills in Toba Tek Singh by Saadat Hasan Manto(Short Story)	24/11/24	26/11/24	Subjective test	
28	L28	Importance of Writing skills, and	28/11/24	28/11/24	Interaction with the use of PPT	

		its types				CO4
29	L29	Types of Writing: Descriptive, Narrative, Expository ,	29/11/24	29/11/2 4	Interaction with the use of smartboard	
30	L30	Creative Writing	10/12/24	10/12/2 4	Interaction Methodology, Subjective test	
31	L31	Types of Writing: Argumentative & Persuasive	13/12/24	13/12/2 4	Flip Learning Mode with the use of PPT	
32	L32	Redundancy and cliché in Writing,	13/12/24	13/12/2 4	Flip Learning Mode with the use of PPT	
33	L33	Strategies for Effective Writing,	15/12/24	17/12/2 4	Interaction with the use of smartboard, Subjective test	
34	L34	Strategies for Effective Writing in writing messages, mails, blogs	19/12/24	19/12/2 4	Interaction with the use of smartboard, Subjective test	
35	L35	Strategies for Effective Writing in editorial, assignments, Critical reviews etc.	20/12/24	20/12/2 4	Interaction with the use of smartboard, Subjective test	

**Dr. Nisha**  
**(Subject Incharge)**