

<b>Discipline: CIVIL ENGG.</b>		<b>Semester: 2nd (s-2025)</b>	<b>Name of the teaching faculty: Smita Mohanty</b>
<b>Subject: Communication Skills in English</b>		<b>No. of days/week class allotted: 4</b>	<b>Semester from date: 04.02.2025 To date: 17.05.2025</b>
<b>Month</b>	<b>Week</b>	<b>Class</b>	<b>Theory Topics</b>
<b>FEBRUARY</b>	2nd	2nd	<b>UNIT-I</b> <b>Communication theory and practice</b> Basics of communication: Introduction, meaning , definition, process of communication
		3rd	Types of communication: formal communication
		5th	Informal, verbal, non-verbal and barriers to effective communication
	3rd	1st	7 Cs for effective communication considerate, concrete, concise,
		2nd	complete, correct, courteous
		3rd	Art of Effective communication Choosing words
		5th	o Modulation o Voice o Clarity o Time
	4th	1st	o Simplification of words • Technical Communication
		<b>Unit-2</b> <b>Soft Skills for Professional Excellence</b>	
		2nd	Introduction: Soft Skills and Hard Skills
		3rd	Importance of Soft Skills
	2nd	1st	Life Skills: Self-awareness and Self-analysis
		2nd	Applying Soft Skills across cultures
4th		Revision	
<b>Unit-3:</b> <b>Reading Comprehension</b>			
5th		An Astrologer's Day by R.K. Narayan	
3rd		1st	An Astrologer's Day by R.K. Narayan The Missing Mail by R.K. Narayan

<b>MARCH</b>		<b>2nd</b>	The Missing Mail by R.K. Narayan
		<b>3rd</b>	Doctor's Word by R.K. Narayan
	4th	<b>1st</b>	Doctor's Word by R.K. Narayan
		<b>2nd</b>	The Gift of the Magi by O.Henry
	5th	<b>2nd</b>	The Gift of the Magi by O.Henry
		<b>3rd</b>	"Stopping by Woods on a Snowy Evening" by Robert Frost
	<b>5th</b>	"Stopping by Woods on a Snowy Evening" by Robert Frost	
<b>APRIL</b>	1ST	<b>3rd</b>	"Where the Mind is Without Fear" by Rabindranath Tagore
		<b>5th</b>	"Where the Mind is Without Fear" by Rabindranath Tagore
	<b>Unit-4: Professional Writing</b>		
	2nd	<b>1st</b>	Summary writing
		<b>3rd</b>	Summary writing
		<b>5th</b>	Report writing
		<b>2nd</b>	Report writing
		<b>3rd</b>	Business letter
	4TH	<b>1st</b>	Business letter
		<b>2nd</b>	Personal letter
		<b>3rd</b>	Personal letter
		<b>5th</b>	Drafting e-mail, notices, Minutes of a Meeting
		<b>1st</b>	Filling-up different forms such as banks and on-line forms for placement
	<b>Unit-5: Vocabulary and Grammar</b>		
	5th	<b>2nd</b>	Vocabulary of commonly used words
	<b>3rd</b>	Vocabulary of commonly used words	
<b>MAY</b>	1st	<b>5th</b>	Commonly used administrative terms (English only), One-word substitution
		<b>1st</b>	Parts of Speech,
		<b>2nd</b>	Tenses
		<b>3rd</b>	Active and Passive voice
	2nd	<b>5th</b>	Active and Passive voice
		<b>2nd</b>	Punctuation
	3rd	<b>3rd</b>	Punctuation
		<b>5th</b>	Revision

Discipline:		
CIVIL		

MARCH