

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

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

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| Discipline: | | |
| Metallurgy | | |

3rd
4th

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5th

MARCH

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