

GOVERNMENT POLYTECHNIC, BALASORE
DEPARTMENT OF MATHEMATICS AND SCIENCE

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| Discipline: MECHANICAL/ E&TC | Semester: 2ND COMMON | Name of the Teaching Faculty: HIMANSHU SHEKHAR BHUNIA, LECTURER-II(ENGLISH) |
| Subject: COMMUNICATION SKILLS IN ENGLISH Pr-1 (a) | No. of days/per week class allotted: 04 | Semester From date: 09.01.2026 To Date: 08.05.2026 No. of Weeks: 15 |

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| PRE-REQUISITES | Basic knowledge of English grammar and vocabulary |
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| COURSE OUTCOMES | CO1: Apply four Skills i.e Listening, Speaking, Reading and Writing effectively in day to day CO2: Use of correct pronunciation, intonation,, stress, rhythm, speed, and pause while communicating with others. CO3: Comprehend the basic etiquette of interview, GD, conversation and presentation. |
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| Week | Class Day | Theory/Practical Topics | DELIVERY METHOD |
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| 1 ST | 1 ST | Unit1:ListeningSkills(Meaning, Process, Types and Effective Tips) | SMARTBOARD |
| | 2 ND | Unit1:ListeningSkills:Introduction to Recorded Lectures, Poems, Audio Content | SMARTBOARD |
| 2 ND | 1 ST | Unit1:ListeningSkills:Introduction to Recorded Lectures, Poems, Audio Content | SMARTBOARD |
| | 2 ND | Unit1:ListeningSkills:IntroductiontoRecordedLectures,Poems, AudioContent | SMARTBOARD |
| 3 RD | 1 ST | Unit1:ListeningSkills:AssessmentActivity | SMARTBOARD |
| | 2 ND | Unit2:Phonetics(Meaning, Importance of Phonetics & Introduction to IPA) | SMARTBOARD |
| 4 TH | 1 ST | Unit2:Phonetics(Introduction to Consonant Sounds) | SMARTBOARD |
| | 2 ND | Unit2:Phonetics(Introduction to Consonant Sounds) | SMARTBOARD |
| 5 TH | 1 ST | Unit2:Phonetics(Introduction to Vowel Sounds) | SMARTBOARD |
| | 2 ND | Unit2:Phonetics(Introduction to Vowel Sounds) | SMARTBOARD |
| 6 TH | 1 ST | Unit2:Phonetics (Introduction to Diphthongs) | SMARTBOARD |
| | 2 ND | Unit2:Phonetics(Transcription of Words as per IPA) | SMARTBOARD |
| 7 TH | 1 ST | Unit2:Phonetics(Transcription of Words as per IPA) | SMARTBOARD |
| | 2 ND | Unit2:Phonetics(Syllables, Stress and Pitch) | SMARTBOARD |
| 8 TH | 1 ST | Unit2:Phonetics(Tone and Intonation) | SMARTBOARD |
| | 2 ND | Unit2:Assessment | SMARTBOARD |
| 9 TH | 1 ST | Unit3:SpeakingSkills(Activity-Group Discussion) | SMARTBOARD |
| | 2 ND | Unit3:SpeakingSkills(Activity-Group Discussion) | SMARTBOARD |
| 10 TH | 1 ST | Unit3:SpeakingSkills(Activity –Public Speaking and Presentation) | SMARTBOARD |

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| | 2 ND | Unit3:SpeakingSkills(Activity –Public Speaking and Presentation) | SMARTBOARD |
| 11 TH | 1 ST | Unit3:SpeakingSkills(Activity-Conversation Practice and Role Play) | SMARTBOARD |
| | 2 ND | Unit3:SpeakingSkills(Activity-Conversation Practice and Role Play) | SMARTBOARD |
| 12 TH | 1 ST | Unit3:SpeakingSkills(Activity- Conversation Practice and Role Play) | SMARTBOARD |
| | 2 ND | Unit3:SpeakingSkills(Activity- Conversation Practice and Role Play) | SMARTBOARD |
| 13 TH | 1 ST | Unit3:SpeakingSkills(Activity-Mock Interview) | SMARTBOARD |
| | 2 ND | Unit3:SpeakingSkills(Activity-Mock Interview) | SMARTBOARD |
| 14 TH | 1 ST | Unit3:SpeakingSkills(Activity-Mock Interview) | SMARTBOARD |
| | 2 ND | Unit3:SpeakingSkills(Activity-Mock Interview) | SMARTBOARD |
| 15 TH | 1 ST | Unit3:SpeakingSkills(Assessment) | SMARTBOARD |
| | 2 ND | Unit3:SpeakingSkills(Assessment) | SMARTBOARD |

LEARNING RESOURCES:

1. Bansal and Harrison. *Spoken English*. Orient Black Swan, 2011.
2. James Hartman & et al. Ed. *English Pronouncing Dictionary*. Cambridge: Cambridge University Press, 2006.
3. Pfeiffer; William Sanborn and T.V.S Padmaja. *Technical Communication: A Practical Approach*. 6th edn. Delhi: Pearson, 2007.

Signature of Faculty concerned
21/1/2026

Signature of HOD
22/01/26