

## College of IT and Management Education, Bhubaneswar

### Lesson Plan

**Subject** : English Communication Skills

**Branch** : MBA

**Semester** : 1<sup>st</sup> Semester MBA

**Name of the Faculty** : Dr.Snehaprava Panda & Mr.Kedareswar Panda

**Total Credit Point:** 4:

**Total number of classes:** 30

Sl. No.	TOPIC PLANNED	SESSION
<b>UNIT-1</b>		<b>6 Hours</b>
1	Communication elements and Process	1
2	Communication network	1
3	Verbal and non-verbal communication	1
4	Barriers to communication and how to overcome the barriers	1
5	Principles of effective communication	1
6	Doubt clearing class & Question discussion. Case Study discussion	1
<b>UNIT-II</b>		<b>9 Hours</b>
7	Plain English and simple expressions, foreign words and their plain alternatives	1
8	Indianised and standard English	1
9	Biasfree English	1
10	The importance of communication through English at the present time,	1
11	Formal and informal language use	1
12	The Sounds of English	1
13	Phonetic Transcription	1
14	Stress and Intonation	1
15	Doubt clearing class & Question discussion. Case Study discussion	1
<b>UNIT-III</b>		<b>5 Hours</b>
16	The importance of the four skills (listening, speaking, reading and writing) and strategies for developing the skills.	1
17	The importance of the four skills (listening, speaking, reading and writing) and strategies for developing the skills.	

18	Listening Skill and Speaking Skill	1
19	Reading Skill	1
20	Writing Skill	1
<b>UNIT-IV</b>		<b>6 Hours</b>
21	Verbs	1
22	Modal Verbs	1
23	Tense and Time Aspect	1
24	Negation & Interrogation	1
25	Clause & Sentence	1
26	Doubt clearing class & Question discussion. Case Study discussion	
<b>UNIT-V</b>		<b>4 Hours</b>
27	Conversation, Dialogues & Debates	1
28	Conversation, Dialogues & Debates	1
29	Conversation, Dialogues & Debates	1
30	Doubt clearing class & Question discussion. Case Study discussion	1


**Text book:**

1. Bikram Das et.al, "An introduction to Professional English and Soft Skills" Foundation Publication.

**Reference books:**

1. Quirk et al., "A University Grammar of English", Pearson Publication.
2. J. D. O. Connor, "Better English Pronunciation", Cambridge University Press.
3. Sanjay Kumar and Pushp Lata, "Communication Skills", Oxford University Press.
4. Krishnamacharyulu & Lalitha, "Business Communication", Himalaya Publications.

  
Faculty

  
HOD, MBA

  
Principal