

Discipline	Semester	Name of the Faculty-Rosalina Nath		
Subject-C.E	No of Days/Week class allotted: 3	Semester from Date: 4.2.25 To Date: 17.5.25 No of weeks: 15		
Week	Class Day	Topics		
1st	1st	Introduction		
	2nd	Meaning definition and characteristic of communication		
	3rd	Process of communication		
2nd	1st	Types of communication in general-formal/ Informal/verbal/non-verbal		
	2nd	Formal communication and its types		
	3rd	Non-verbal Communication- Meaning, areas, Signs and symbols		
3rd	1st	Body language		
	2nd	space and their types		
	3rd	Verbal communication-spoken and written communication.		
4th	1st	Barriers to communication		
	2nd	7cs of communication		
	3rd	Art of effective communicatin		
5th	1st	Technical communication		
	2nd	soft skill for professional excellence		
	3rd	soft skill for professional excellence		
6th	1st	Malgudi Days -An Astrologers Day		
	2nd	Malgudi Days -An Astrologers Day		
	3rd	Malgudi Days -An Astrologers Day		
7th	1st	Malgudi Days - The Missing Mail		
	2nd	Malgudi Days - The Missing Mail		
	3rd	Malgudi Days - The Missing Mail		
8th	1st	Malgudi Days - Doctor's Word		
	2nd	Malgudi Days -Doctor's Word		
	3rd	Malgudi Days -Doctor's Word		
9th	1st	The Gift of the Magi		
	2nd	The Gift of the Magi		
	3rd	The Gift of the Magi		
10th	1st	Stopping by Wood on a Snowy Evening		
	2nd	Stopping by Wood on a Snowy Evening		
	3rd	Where Mind is Without Fear		
11th	1st	Where Mind is Without Fear		
	2nd	Where Mind is Without Fear		
	3rd	Precis writing		
12th	1st	letter writing		
	2nd	letter writing		
	3rd	Drafting e-mail,notice		
13th	1st	Filling up different forms		
	2nd	Glossary of administative terms,one word substitution		
	3rd	one word substitution		
14th	1st	parts of speech		
	2nd	parts of speech		
	3rd	Active passive		
15th	1st	Tense		
	2nd	Tense		
	3rd	Punctuation		

Rosalina Nath
Lect. Stage - II
(English)

(Ms. Rosalina Nath
for Lect. Please)