

Lesson Plan

| Name of the Faculty: | | | Dr. Anita Abrol |
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| Discipline: | | | B. Tech. (English for Technical Writing) |
| Semester: | | | 2 nd |
| Subject: | | | B24-HSC-101 |
| Work Load (Lecture/Practical) per week (In hours): | | | Lecture-2/Practical 2 per-week (4 hours) |
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| Sr. No | Lecture No. | Theory | Pedagogy (PPT/Chalk and Board/Video Recording /Activity/Case Study) |
| | | Topic (Including Assignment/Test/Quiz) | |
| 1. | L1. | Introduction to Communication Skills and meaning of Communication | Chalk and Board, PPT |
| 2. | L2. | Communication and types of Communication | PPT, Chalk, and Board, Vocabulary-Based Activity |
| 3. | L3. | Reading ,Writing ,Speaking and Listening | Chalk and Board, PPT, Vocabulary-Based Activity |
| 4. | L4. | Importance of Technical Communication | Chalk and Board, PPT,Worksheet |
| 5. | L5. | Barriers of Communication | Chalk and Board, PPT, Worksheet Practice |
| 6. | L6. | Tools of Effective Communication | Chalk and Board, Worksheet Practice |
| 7. | L7. | Formation of new words with Prefix,&,Suffix & Vocabulary Enhancement | Chalk and Board, PPT |
| 8. | L8. | Introduction to Synonyms, Antonyms & Technical Abbreviations | Chalk and Board, Speaking and Writing Practice |
| 9. | L9. | Usage of Synonyms, Antonyms &Abbreviations in day to day life | Chalk and Board, PPT, , Speaking and Writing Practices |
| 10. | L10. | Assignment1 (Allotment of Assignment 1) Topics (Communication , Types, Tools, Prefix &Suffix, Synonyms, Antonyms & Technical Abbreviations) | On Paper |
| 11. | L11. | Familiarity with One word Substitution | Chalk and Board, PPT |
| 12. | L12. | Usage of Phrasal Verbs | Chalk and Board , |
| 13. | L13. | Understanding the importance of Idioms and Proverbs | Chalk and Board and PPT |
| 14. | L14. | Usage of Idioms and Proverbs in paragraph writing | Chalk and Board , PPT, Worksheet Practice |
| 15. | L15. | Introduction of coherence and cohesiveness in writing | Chalk and Board ,PPT, Reading Practice |
| 16. | | Assignment1 (Submission of Assignment 1) | Chalk and Board and PPT |

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| 17. | L16. | Test 1(Assessing the concepts of Word Formation , Prefix &Suffix , Synonyms, Antonyms &Abbreviations) | On Paper |
| 18. | L17. | Establishing the concept of paragraph in documents and getting familiarity with writing techniques | Chalk and Board ,PPT,Writing practice, Reading Practice |
| 19. | L18. | Emphasis on Writing precisely and effectively | Chalk and Board and PPT, Writing practice , Reading Practice |
| 20. | L 19. | Assignment 2 (Allotment of Assignment 2) Topics (One Word Substitution ,Phrasal verbs, Paragraph Writing, Synonyms , Antonyms) | On Paper |
| 21. | L19. | Designing Job Application | Chalk and Board,PPT,Worksheet Practice |
| 22. | L20. | CV Writing | Chalk and Board, PPT, Worksheet Practice |
| 23. | L21. | Practice of Business Letters | Chalk and Board, PPT, Worksheet Practice |
| 24. | L22. | Introduction to Report Writing | Chalk and Board ,PPT, Reading Practice, |
| 25. | L23. | Practice of Business Letters & Report Writing | Chalk and Board, PPT, Worksheet Practice |
| 26. | | Assignment 2 (Submission of Assignment 2) | Chalk and Board, PPT |
| 27. | L24. | Introduction to Basics of Grammar & Tenses | Chalk and Board,PPT |
| 28. | L25. | Implementation of Tenses and usage in Creative Writing | Chalk and Board, PPT, Worksheet Practice |
| 29. | L26. | Concept of Redundancies | Chalk and Board, PPT |
| 30. | | Test 2 (Subject Verb Agreement, , Redundancies, Report Writing, Business Letters, Job Application, CV Writing) | On Paper |
| 31. | L27. | Describing Subject Verb Agreement | Chalk and Board and PPT |
| 32. | L28. | Explaining Rules of Active Passive Voice | Chalk and Board ,PPT,Reading Practice,Writing Practice |
| 33. | L29. | Practice Worksheets Active Passive Voice | Chalk and Board,PPT,Writing Practice |
| 34. | L30. | Explaining Rules of Direct Indirect Speech & Practice worksheets | Chalk and Board, PPT, Worksheet Practice |
| 35. | L31. | Introduction to Speaking Skills & Oral Presentations | Chalk and Board, PPT |

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| 36. | L32. | Introduction to Group Discussion & Body Language | Chalk and Board, PPT, Writing Practice |
| 37. | L33. | Understanding of Telephonic Conversation & Practice | Chalk and Board,PPT, Writing Practice,Reading Practice |
| 38. | L34. | Introduction to Phonetic Symbols &Phonemes | Chalk and Board, PPT |
| 39. | L35. | Understanding the different types of Phonetic Symbols & usage | Chalk and Board, PPT ,Writing Practice ,Reading Practice |
| 40. | L36. | Revision & handling queries | Chalk and Board, PPT, Writing Practice ,Reading Practice |