

**Lesson Plan**

Name of Teacher: Mr. Rajiv Kumar Designation: Asst. Professor  
Subject: Technical Communication (HS-101N) Deptt.: Applied Sc.

Sem: B.Tech. IInd  
Session: Jan.-April 2018

| Month                | Class | Topic/Chapters Covered  | Academic Activity | Test/ Assignment       |
|----------------------|-------|---|-------------------|------------------------|
| 8 Jan                | 1     | Introduction to Syllabus + Communication Skills Overview (for general purpose)  |                   |                        |
| 9 to 10 Jan          | 2     | <b>Technical Communication</b> - Purpose, objectives & Characteristics, Process of Communication  |                   |                        |
| 12 & 15 Jan          | 2     | Channels of Communication-Downward, Upward, Horizontal & Diagonal   |                   |                        |
| 16, 17, 19 Jan       | 3     | Types of Communication-Verbal(Oral/Written & NonVerbal(Formal/Informal, Internal/External)  |                   |                        |
| 20, 23 to 24 Jan     | 3     | Barriers to communication- Intrapersonal/Interpersonal/Organisational/Cultural  |                   | Test-1 (29-31 Jan)     |
| 1, 5 Feb             | 2     | <b>Listening</b> - Meaning & Art of Listening, Types, Traits of a good Listener   |                   |                        |
| 6, 7 Feb             | 2     | Listening Barriers & Effective Listening Strategies   |                   |                        |
| 14 to 16 Feb         | 3     | <b>Speaking</b> - Purpose, Types of Conversation, Improving fluency, clarity (Good Pronunciation Guidelines)                                |                   | Assignment –I on IPA   |
| 19 to 21, 23 Feb     | 3     | Vocal Dynamics (Paralinguistic features)-Articulation, Voice Quality, Accent & Intonation)  |                   | Test-2 (26 -28 Feb)    |
| 5 to 7 March         | 3     | <b>Reading Skills</b> -Vocabulary (Using a dictionary) Base, prefix, Suffix, Synonyms, Antonyms, Homonyms, Idioms, One word substitution.   |                   |                        |
| 9, 12 March          | 2     | Scanning Skills, Skimming Skills & SQ3R Technique   |                   |                        |
| 13 to 14 March       | 2     | <b>Writing</b> -Characteristics of Good writing, language & principles of writing   |                   |                        |
| 16, 19 -20 March     | 3     | Professional Speaking GD, Characteristics & Strategies (Individual & Group), Types of GD  |                   | Test -3 (21 -23 March) |
| 26 March             |       |   | GD                |                        |
| 26 to 28 March       | 3     | <b>Oral Presentation</b> - nature & Importance, Planning, preparing, Organizing & delivery methods  |                   |                        |
| 30 March             |       |   | Oral Presentation |                        |
| 2 to 4, 6 April      | 4     | <b>Job Interview</b> - Objective, Types, pre-interview preparation techniques, Process and answering Strategies, Frequently asked questions |                   |                        |
| 9 to 11 April        | 3     | <b>Technical Letters</b> - 7c's, Structure, style, tone & types   |                   |                        |
| 13, 16-17 March      | 3     | <b>Job Application</b> / cover letters/ Resume components   |                   | Assignment -II Resume  |
| 18, 23, 24, 27 April | 4     | <b>Technical Articles</b> - Nature & Significance, Types, Elements, writing strategies  |                   | Test -4 (19-21 April)  |

22 Dec. 2017

