

## LECTURE PLAN

<b>Name of the Faculty:</b>	<b>Ms. Simran</b>
<b>Discipline:</b>	<b>Computer science and engineering - CSE &amp; CIVIL</b>
<b>Semester:</b>	<b>Ist</b>
<b>Subject:</b>	<b>English for Technical Writing (B24-HSC-101)</b>
<b>Course Outcomes(COs):</b>	<b>CO1- Students will be able to select the most appropriate mode of communication for a given situation and will be able to speak assertively and effectively.</b> <b>CO2- Building up the vocabulary</b> <b>CO3- Students will be able to write effective reports, proposals and present themselves professionally through effective resumes and interviews.</b> <b>CO4- Students will acquire basic proficiency in english including writing skills.</b>
<b>Work Load (Lecture/Practical) per week (In hours):</b>	

Sr. No.	Lecture No.	Topic (Including Assignment/Test/Quiz/Activity)	Pedagogy(PPT/Video Lecture/Chalk/Case-Study etc.)	Course Outcome
1	L1	Introduction to communication - Definition, Importance, Process	PPT	CO1
2	L2	Types of Communication - Verbal, Non-Verbal, and Written Communication	<u>PPT</u>	CO1
3	L3	Listening Skills - Importance, Barriers, and Strategies for Effective Listening	PPT	CO1
4	L4	Speaking Skills - Techniques for clarity, Pronunciation ,and Assertiveness	verbal/chalk	CO1
5	L5	Reading Skills - Skimming, Scanning, Comprehension Strategies	verbal lecture	CO1
6	L6	Writing Skills - Sentence structure, Importance of technical communication.	Chalk board	CO1
7	L7	Types of barriers in communication, How to overcome barriers in communication.	verbal lecture	CO1

8	L8	Tools of effective communication	verbal lecture	CO1
9	L9	Introduction to Vocabulary Building - Importance and Strategies	chalk board	CO2
10	L10	Word Formation - Prefixes, Suffixes, and Root Words	chalk board	CO2
11	L11	Synonyms and Antonyms - Enhancing word Power	chalk board	CO2
12	L12	One word substitution - Commonly used Expressions	chalk board	CO2
13	L13	Scientific and Technical Abbreviations - Acronyms and their usage	chalk board	CO2
14	L14	Idioms and Phrasal Verbs- Contextual Usage	chalk board	CO2
15	L15	Job Application with CV writing	<b><u>chalk board</u></b>	CO3
16	L16	Business Letter	chalk board	CO3

17	L17	Report writing and E-Mail writing	chalk board	CO3
18	L18	Redundancies and Precise Writing Skills	verbal lecture	CO3
19	L19	Uses of Tenses and rules	chalk board	CO3
20	L20	Subject - Verb agreement	chalk board	CO3
21	L21	Narrations	chalk board	CO3
22	L22	Active Voice	chalk board	CO3
23	L23	Effective Speaking Skills	verbal lecture	CO4
24	L24	Oral presentations	<b><u>verbal lecture</u></b>	CO4
25	L25	Body Language - Non- verbal communication in speaking	verbal lecture	CO4

26	L26	Group Discussions - Techniques and Do's & Dont's	verbal lecture	CO4
27	L27	Technical Telephonic Conversations - Formal communication over calls	verbal lecture	CO4
28	L28	Introduction to Phonetics - Sound , Symbol and Pronunciation	chalk board	CO4
29	L29	Symbol and Articulation	chalk board	CO4
30	L30	Revision of Basics of Grammar	chalk board	CO3

(COURSE INCHARGE)