

Lesson Plan- Division-B

Lect No.	Professional Communication and Ethics-I Topic Planned	Planned Date	Actual Date	Map ped with CO	Content Delivery Method
Module-VI (Personality Development)					
1	Introducing Self and/or a Classmate●Formal Dress Code6.2. Social Etiquettes●Formal Dining Etiquettes●Cubicle Etiquettes●Responsibility in Using Social Media	6/1/2020	6/1/2020	C O 5	Chalk & Board/LC D Projector Presentati on
2	Showing Empathy and Respect●Learning Accountability and Accepting Criticism	10/1/2020	10/1/2020	C O 5	Chalk & Board/LCD Projector Presentation
3	Demonstrating Flexibility and Cooperation	14/1/2020	14/1/2020	C O 5	Chalk & Board/LCD Projector Presentation
Module-V (Basic Technical Writing)					
1	Introduction●What is Technical Writing?●Importance and Principles of Technical Writing ●Difference between Technical Writing & Literary Writing	17/1/2020	17/1/2020	C O 4	Chalk & Board/LCD Projector Presentation
2	Framing Definitions ●Difference between Technical Description & Instructions5.2. Description of a Technical Object●Definition●Diagram●Discussion of Parts/Characteristics Working5.3. Writing User Instructions●User Instructions●	21/1/2020	21/1/2020	C O 4	Chalk & Board/LCD Projector Presentation
3	Special Notices (Note, Warning, Caution and Danger)●Styles of Presentation○Impersonal○Indirect○Direct●Imperative Description of a Technical / Scientific Process Definition●Diagram●Tools/ Apparatus/Software/ Hardware Used●Working●Result	23/1/2020	23/1/2020	C O 4	Chalk & Board/LCD Projector Presentation
4	Revision and Solving University papers of previous years	28/1/2020	28/1/2020		Chalk & Board/LCD Projector Presentation
Module-III (Developing Reading and Writing Skills)					
1	Reading Comprehension ●Long Passages●Short Passages●MCQs on Inferential Questions with 4 Options3.2. Summarization of reading passages, reports, chapters, books●	30/1/2020	30/1/2020	C O 2	Chalk & Board/ LCD Projector Presentation
2	Graphic Organizers for Summaries ○Radial Diagrams like Mind Maps○Flow Charts○Tree Diagrams○Cyclic Diagrams○Linear Diagrams like Timelines○Pyramids○Venn Diagrams●Point-form Summaries●One-sentence Summaries of Central Idea	6/2/2020	6/2/2020	C O 2	Chalk & Board/LCD Projector Presentation
Module-II (Verbal Aptitude for Employment)					
1	Vocabulary Building●Root words (Etymology)●Meaning of Words in Context●Synonyms & Antonyms●Collocations	11/2/2020	11/2/2020	C O	Chalk & Board & Reference

	● Word Form Charts● Prefixes & Suffixes● Standard Abbreviations			2	Notes
2	Grammar ● Identifying Common Errors○ Subject - Verb Agreement○ Misplaced Modifiers○ Articles○ Prepositions● Tautologies● Pleonasm (Redundancies)● Idioms● Cliches & Information of Competitive exams	13/2/2020	13/2/2020	C O 2	Chalk & Board & Reference Notes
	Module-I (Fundamentals of Communication)				
1	Introduction to Theory of Communication● Definition● Objectives● Postulates/Hallmarks● The Process of Communication	3/3/2020		C O 1	
2	● Organizational Communication○ Formal (Upward, Downward and Horizontal)○ Informal (Grapevine)	5/3/2020		C O 1	
3	Methods of Communication ● Verbal (Written & Spoken)● Non-verbal○ Non-verbal cues perceived through the five senses: (Visual, Auditory, Tactile, Olfactory and Gustatory cues)○ Non-verbal cues transmitted through the use of: (The Body, Voice, Space, Time and Silence)	12/3/2020		C O 1	
4	Barriers to Communication● Mechanical/External ● Physical/Internal● Semantic & Linguistic● Psychological● Socio-Cultural	17/3/2020		C O 1	
5	Revision and Solving University papers of previous years	19/3/2020			
	Module-II (Business Correspondence)				
1	Seven Cs of Business Correspondence● Completeness● Conciseness● Consideration● Concreteness● Clarity● Courtesy● Correctness Parts of a Formal Letter and Formats●	24/3/2020		C O 3	
2	Emails● Format of Emails● Features of Effective Emails● Language and style of Emails	26/3/2020		C O 3	
3	Types of Letters in Both Formal Letter Format and Emails● Claim & Adjustment Letters● Request/Permission Letters● Sales Letters	31/3/2020		C O 3	
4	Revision and Solving University papers of previous years	31/3/2020			