

## Lesson Plan- Division-E

Lect No.	Professional Communication and Ethics-I Topic Planned	Planned Date	Actual Date	Map ped with CO	Content Delivery Method
	<b>Module-VI (Personality Development)</b>				
1	Introducing Self and/or a Classmate●Formal Dress Code6.2. Social Etiquettes●Formal Dining Etiquettes●Cubicle Etiquettes●Responsibility in Using Social Media	8/1/2020	8/1/2020	C O 5	Chalk & Board/LC D Projector Presentati on
2	Showing Empathy and Respect●Learning Accountability and Accepting Criticism	9/1/2020	9/1/2020	C O 5	Chalk & Board/LCD Projector Presentation
3	Demonstrating Flexibility and Cooperation	15/1/2020	15/1/2020	C O 5	Chalk & Board/LCD Projector Presentation
	<b>Module-V (Basic Technical Writing)</b>				
1	Introduction●What is Technical Writing?●Importance and Principles of Technical Writing ●Difference between Technical Writing & Literary Writing	16/1/2020	16/1/2020	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●	20/1/2020	20/1/2020	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	21/1/2020	21/1/2020	C O 4	Chalk & Board/LCD Projector Presentation
4	Revision and Solving University papers of previous years	27/1/2020	27/1/2020		Chalk & Board/LCD Projector Presentation
	<b>Module-III (Developing Reading and Writing Skills)</b>				
1	Reading Comprehension ●Long Passages●Short Passages●MCQs on Inferential Questions with 4 Options3.2. Summarization of reading passages, reports, chapters, books●	28/1/2020	28/1/2020	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	10/2/2020	10/2/2020	C O 2	Chalk & Board/LCD Projector Presentation
	<b>Module-II (Verbal Aptitude for Employment)</b>				
1	Vocabulary Building●Root words (Etymology)●Meaning of Words in	11/2/2020	11/2/2020	C O	Chalk & Board

	Context●Synonyms & Antonyms●Collocations ●Word Form Charts●Prefixes & Suffixes●Standard Abbreviations			2	& Reference Notes
2	Grammar ●Identifying Common Errors○Subject -Verb Agreement○Misplaced Modifiers○Articles○Prepositions●Tautologies●Pl eonasms (Redundancies)●Idioms●Cliches & Information of Competitive exams	24/2/2020	24/2/2020	C O 2	Chalk & Board & Reference Notes
	<b>Module-I (Fundamentals of Communication)</b>				
1	Introduction to Theory of Communication●Definition●Objectives●Postulate s/Hallmarks●The Process of Communication	2/3/2020		C O 1	
2	●Organizational Communication○Formal (Upward,Downward and Horizontal)○Informal (Grapevine)	2/3/2020		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)	9/3/2020		C O 1	
4	Barriers to Communication●Mechanical/External ●Physical/Internal●Semantic & Linguistic●Psychological●Socio-Cultural	16/3/2020		C O 1	
5	Revision and Solving University papers of previous years	17/3/2020			
	<b>Module-II (Business Correspondence)</b>				
1	Seven Cs of Business Correspondence●Completeness●Conciseness●Co nsideration●Concreteness●Clarity●Courtesy●Cor rectness Parts of a Formal Letter and Formats●	23/3/2020		C O 3	
2	Emails●Format of Emails●Features of Effective Emails●Language and style of Emails	24/3/2020		C O 3	
3	Types of Letters in Both Formal Letter Format and Emails●Claim & Adjustment Letters●Request/Permission Letters●Sales Letters	30/3/2020		C O 3	
4	Revision and Solving University papers of previous years	31/3/2020			