

## Lesson Plan- Division-A

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	07-01-2020	07-01-2020	C O 5	Chalk & Board
2	Showing Empathy and Respect●Learning Accountability and Accepting Criticism	09-01-2020	09-01-2020	C O 5	Chalk & Board
3	Demonstrating Flexibility and Cooperation	14-01-2020	14-01-2020	C O 5	Chalk & Board
<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	16-01-2020	16-01-2020	C O 4	Chalk & Board
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●	21-01-2020	21-01-2020	C O 4	Chalk & Board
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	24-01-2020	24-01-2020	C O 4	Chalk & Board
4	Revision and Solving University papers of previous years	31-01-2020	31-01-2020		Chalk & Board
<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●	31-01-2020	31-01-2020	C O 2	Chalk & Board
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	05-02-2020	05-02-2020	C O 2	Chalk & Board
<b>Module-II (Verbal Aptitude for Employment)</b>					
1	Vocabulary Building●Root words (Etymology)●Meaning of Words in Context●Synonyms & Antonyms●Collocations ●Word Form Charts●Prefixes & Suffixes●Standard Abbreviations	07-02-2020	07-02-2020	C O 2	Chalk & Board & Reference Notes
2	Grammar ●Identifying Common Errors○Subject -Verb Agreement○Misplaced Modifiers○Articles○Prepositions●Tautologies●Pl	12-02-2020	12-02-2020	C O 2	Chalk & Board & Reference Notes

	conasms (Redundancies)●Idioms●Cliches & Information of Competitive exams				
	<b>Module-I (Fundamentals of Communication)</b>				
1	Introduction to Theory of Communication●Definition●Objectives●Postulates/Hallmarks●The Process of Communication	14-02-2020	14-02-2020	C O 1	Chalk & Board
2	●Organizational Communication○Formal (Upward,Downward and Horizontal)○Informal (Grapevine)	04-03-2020		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)	06-03-2020		C O 1	
4	Barriers to Communication●Mechanical/External ●Physical/Internal●Semantic & Linguistic●Psychological●Socio-Cultural	11-03-2020		C O 1	
5	Revision and Solving University papers of previous years	13-03-2020			
	<b>Module-II (Business Correspondence)</b>				
1	Seven Cs of Business Correspondence●Completeness●Conciseness●Consideration●Concreteness●Clarity●Courtesy●Correctness Parts of a Formal Letter and Formats●	18-03-2020		C O 3	
2	Emails●Format of Emails●Features of Effective Emails●Language and style of Emails	20-03-2020		C O 3	
3	Types of Letters in Both Formal Letter Format and Emails●Claim & Adjustment Letters●Request/Permission Letters●Sales Letters	27-03-2020		C O 3	
4	Revision and Solving University papers of previous years	01-04-2020			