**Lesson Plan**

Name of the Faculty : Mr. Digvijay Dhillon

Discipline : ECE, CSE

Semester : 2nd Semester

Subject : Technical Communication

Lesson Plan Duration : 15 weeks

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Week | Theory | | Practical | |
| Lecture | Topic | Practical | Topic |
| 1 | 1 | Meaning: Types of Communication. |  |  |
| 2 | Role of Communication. |  |  |
| 3 | Barriers to Communication. |  |  |
| 2 | 4 | Introduction to Listening. |  |  |
| 5 | Traits of a Good Listener. |  |  |
| 6 | Barriers to Listening. |  |  |
| 3 | 7 | Introduction to Speaking. |  |  |
| 8 | Achieving Confidence, Clarity and Fluency. |  |  |
| 9 | Paralinguistic Features. |  |  |
| 4 | 10 | Introduction to Reading Skills. |  |  |
| 11 | Vocabulary. |  |  |
| 12 | Skimming. |  |  |
| 5 | 13 | Scanning. |  |  |
| 14 | SQ3R Reading Technique |  |  |
| 15 | Introduction to Effective Writing. |  |  |
| 6 | 16 | Characteristics of Effective Writing. |  |  |
| 17 | Language in Effective Writing. |  |  |
| 18 | Techniques for Effective Writing. |  |  |
| 7 | 19 | Introduction to Group Discussion. |  |  |
| 20 | Significance of GD. |  |  |
| 21 | Characteristics of GD. |  |  |
| 8 | 22 | Types of GD. |  |  |
| 23 | Introduction to Oral Presentation. |  |  |
| 24 | Characteristics of Oral Presentation. |  |  |
| 9 | 25 | Significance of Oral Presentation. |  |  |
| 26 | Introduction to Job Interview. |  |  |
| 27 | Types of Job Interviews. |  |  |
| 10 | 28 | Characteristics of Job Interview. |  |  |
| 29 | Introduction to Letter Writing. |  |  |
| 30 | Significance of Technical Letters. |  |  |
| 11 | 31 | Types of Technical Letters. |  |  |
| 32 | Format of Technical Letters. |  |  |
| 33 | Introduction to Job Application and Resume. |  |  |
| 12 | 34 | Necessity of Resume and Job Application. |  |  |
| 35 | Significance of Resume. |  |  |
| 36 | Language in Job Application. |  |  |
| 13 | 37 | Pattern of Resume. |  |  |
| 38 | Examples of Resume. |  |  |
| 39 | Introduction to Technical Articles. |  |  |
| 14 | 40 | Characteristics of Technical Articles. |  |  |
| 41 | Technical Article as a Research Work. |  |  |
| 42 | Language of Technical Article. |  |  |
| 15 | 43 | Format of Technical Article. |  |  |
| 44 | Use of Technical Article. |  |  |
| 45 | Necessity of Technical Article. |  |  |