

## Lesson Plan

Name of the Faculty: Ms. GEETANJALI PAPREJA (Theory)

Discipline: Department of Applied Sciences and Humanities

Semester: 1<sup>st</sup>

Subject: Technical communication (HS-101N)

Work Load (Lecture) per week (in hours): Lectures-04

Week	Theory	
	Lecture day	Topic (including assignment/test)
1 <sup>st</sup>	1 <sup>st</sup>	Meaning and Nature of Communication
	2 <sup>nd</sup>	General and Technical , Miscommunication
	3 <sup>rd</sup>	Role and Importance
	4 <sup>th</sup>	Process of communication, Noise
2 <sup>nd</sup>	5 <sup>th</sup>	Introduction of types of communication
	6 <sup>th</sup>	Verbal communication- oral
	7 <sup>th</sup>	Oral communication
	8 <sup>th</sup>	Written Communication
3 <sup>rd</sup>	9 <sup>th</sup>	Written Communication
	10 <sup>th</sup>	Review of Verbal, Difference between oral and written
	11 <sup>th</sup>	Introduction of Non- Verbal Communication
	12 <sup>th</sup>	Kinesics, Proxemics
4 <sup>th</sup>	13 <sup>th</sup>	Chronemics, Haptics, Paralanguage, Physical context, Symbols and Signs
	14 <sup>th</sup>	Barriers to Communication- Semantic , Psychological
	15 <sup>th</sup>	Personal, Physical and Mechanical
	16 <sup>th</sup>	Overcoming Strategies
5 <sup>th</sup>	17 <sup>th</sup>	Review of Communication
	18 <sup>th</sup>	A1
	19 <sup>th</sup>	Listening and Types of Listening
	20 <sup>th</sup>	Barriers and Traits
6 <sup>th</sup>	21 <sup>st</sup>	Improvement Techniques
	22 <sup>nd</sup>	Speaking Skills and Principles
	23 <sup>rd</sup>	Speaking Skills
	24 <sup>th</sup>	Speaking Skills
7 <sup>th</sup>	25 <sup>th</sup>	Paralanguage
	26 <sup>th</sup>	Reading
	27 <sup>th</sup>	Reading
	28 <sup>th</sup>	Reading
8 <sup>th</sup>	29 <sup>th</sup>	SQ3R
	30 <sup>th</sup>	Writing
	31 <sup>st</sup>	Writing
	32 <sup>nd</sup>	Writing
9 <sup>th</sup>	33 <sup>rd</sup>	Review
	34 <sup>th</sup>	A2
	35 <sup>th</sup>	Group discussion

	36 <sup>th</sup>	Group discussion
10 <sup>th</sup>	37 <sup>th</sup>	Group discussion
	38 <sup>th</sup>	Oral presentation
	39 <sup>th</sup>	Oral presentation
	40 <sup>th</sup>	Oral presentation
11 <sup>th</sup>	41 <sup>st</sup>	Job interview
	42 <sup>nd</sup>	Job interview
	43 <sup>rd</sup>	Review
	44 <sup>th</sup>	A3
12 <sup>th</sup>	45 <sup>th</sup>	Technical letters
	46 <sup>th</sup>	Technical letters
	47 <sup>th</sup>	Review
	48 <sup>th</sup>	A4
13 <sup>th</sup>	49 <sup>th</sup>	Job application and resume
	50 <sup>th</sup>	Job application and resume
	51 <sup>st</sup>	Job application and resume
	52 <sup>nd</sup>	Review
14 <sup>th</sup>	53 <sup>rd</sup>	A5
	54 <sup>th</sup>	Technical articles
	55 <sup>th</sup>	Technical articles
	56 <sup>th</sup>	Review
15 <sup>th</sup>	57 <sup>th</sup>	A6
	58 <sup>th</sup>	Test
	59 <sup>th</sup>	Test
	60 <sup>th</sup>	Test

**A1: Detailed note on Communication**

**A2: SQ3R Technique**

**A3: Interview Skills**

**A4: Write a letter to a candidate for appearing in an interview for the post of 'Training Officer'**

**A5: Prepare your own resume in the prescribed format**

**A6: Article on any current topic**