

HALDIA INSTITUTE OF TECHNOLOGY

LECTURE / LESSON PLAN

Serving Department: Applied Science

Semester: 3rd & 4th Sem

Paper Name: Technical Report Writing & Lang. Lab. Practice

Allotted Hour(s): 44 hrs

Name of the Teacher: Ms. M. Dey

Branch:

Session:

Paper Code: HU 381 & HU 481

Actual Hour(s): 54

Sl. No.	Date	Topics	Hours	Remarks/Books
Module 1: Technical Report Writing				
1.		Technical Report Writing (Report Types, Report Format) & Writing Skill	3	English Language Laboratory: A Comprehensive Manual by Nira Konar 2. Technical Report Writing (Pearson Education)
2.		Report Writing (Practice Sessions & Workshops)	3	
Module 2: Language Laboratory Practice				
3.		Introductory lecture about Language Laboratory	3	1.English Language Laboratory: A Comprehensive Manual by Nira Konar 2. Technical Report Writing (Pearson Education)
4.		Conversation Practice Session	3	
5		Group Discussion Sessions based on general GD topics	3	
6.		Case Study GD Practice	3	
7.		Listening Skill	3	
8.		Telephonic Conversation Practice	3	
9.		Interview Skill	3	1.English Language Laboratory: A Comprehensive Manual by Nira Konar 2. Technical Report Writing (Pearson Education)
10.		Mock Interview Session	3	
11.		Presentation Skill: Individual & Group Presentation	3	
12.		Power Point Presentation	3	
13.		Practice presentation using PPT	3	
14.		SWOT Analysis & Building Vocabulary for Aptitude Test & Competitive Exam.	3	
15.		Role Play: Individual & Group activities	3	

Total Hours			45	
Sl. No	Date	Topic (Beyond Syllabus)	Hours	Remarks/Books
1		Business Communication (negotiation skills, facilitation, conflict management skill)	3	Communicatin Skills by Sanjay Kumar, Pushp Lata (Oxford University Press)