

HALDIA INSTITUTE OF TECHNOLOGY

LECTURE / LESSON PLAN

Serving Department: Applied Science

Semester: First

Paper Name: English Language & Technical Communication

Alloted Hour(s): 30

Name of the Teacher: Ms. J. Doley

Batch:

Session:

Paper Code: HU 101

Actual Hour(s): 38

Sl. No.	Date	Topics	Hours	Remarks/Books
Module – 1 : English Language Grammar				
1.		General Introduction about Syllabus (Question pattern & Marks division)	01	1.English Grammar and Composition by Wren & Martin 2. Technical Communication: Principles and Practice by Meenakshi Raman, Sangeeta Sharma
2.		Voice Change (Active & Passive Voice)	01	
3.		Sentence structure & Transformation of sentences	01	
4.		Narration Change	01	
5.		Correction of Errors in sentences	01	
6.		Building Vocabulary (Word Formation, Single word for a group of words, Fill in the blanks with correct words)	01	
7		Assignments	01	
Module – 2 : Reading Comprehension				
8		Short Story: The Thief	01	Fantasy – A collection of Short stories by V. Sashikumar
9.		Short Story: The Open Window	01	
10.		Short Story: Marriage is a Private Affair	01	
11.		Short Story: The Moon in the Earthen Pot	01	
12.		Précis Writing practice	01	
13.		Assignments	01	
Module – 3 : Technical Communication				
14.		The Theory of Communication -Definition & Scope	01	1.Technical Communication: Principles and Practice by Meenakshi Raman, Sangeeta Sharma 2. Contemporary Communicative English for Technical
15.		Barriers of Communication	01	
16.		Different Communication models/flow	01	

17.		Effective Communication: Verbal Skills	01	Communication (Pearson Longman)
18.		Introduction to Non-Verbal Communication & Different clusters of Non-Verbal communication	01	
19.		Presentation Skill & MCQ Practice	01	
20.		Assignments	01	
Module - 4 : Mastering Technical Communication (Written Correspondence)				
21.		Business Letter: Introduction, format & drafting	01	1.Technical Communication: Principles and Practice by Meenakshi Raman, Sangeeta Sharma 2.Communicatin Skills by Sanjay Kumar, Pushp Lata (Oxford University Press)
22.		Complain & Adjustment Letters	01	
23.		Sales Letter	01	
24.		Organizational Communication: Notice & Agenda	01	
25		Minutes of Meeting & Circular	01	
26		Memorandum or Memo	01	
27		Job Correspondence: Job Application	01	
28		Curriculum Vitae(CV) or Resume Writing	01	
29		Business Correspondence: Enquiry & Order Letter	01	
30		Technical Report Writing & Format	01	
31		Technical Report Writing in ‘letter’ format	01	
32		Technical Report Writing in ‘memo’ format	01	
33		Principles of Group Discussion	01	
34		Practice of Group Discussion	01	
35		Assignment	01	
Total Hours			35	
Sl. No.	Date	Topics (Beyond Syllabus)	Hours	Remarks/Books
1		Essay Writing	01	Practical Course for Developing Writing Skills in English, A by J.K.Gangal
2		e-mail writing	01	
3		Assignment	01	

Total			03	
		Grand Total	38	