

**GOPAL KRISHNA COLLEGE OF ENGINEERING AND TECHNOLOGY**  
**GOURAHARI VIHAR, PO: RANIPUT, JEYPORE – 764 005**

**LESSON PLAN**

**Name of the Subject:** English for Technical Writing

**Name of the Faculty:** Anjali Pangi

**Semester:** 1<sup>st</sup> Semester

**Branch:** All

**Semester From:** August to December

**No. of Weeks:** 15 Weeks

Week	Class Day	Theory/ Practical Topics	Classes
1 <sup>st</sup>	1st	<b>1.0 INTRODUCTION TO COMMUNICATION</b> 1.1 Process of Communication 1.2 Types of Communication (Verbal & Non-Verbal)	
	2nd	2.0 BUSINESS COMMUNICATION 2.1 Channels of Business Communication	
	3rd	2.2 Barriers to Communication	
	4th	2.3 Bias-free Language, Cross-cultural Communication	
2 <sup>nd</sup>	1st	<b>3.0 COMMUNICATIVE GRAMMAR</b> 3.1 Time and Tense	
	2nd	3.2 Types of Tenses	
	3rd	3.3 Active Voice	
	4th	3.4 Passive Voice	
3 <sup>rd</sup>	1st	3.5 English Conditionals	
	2nd	Practice on Grammar	
	3rd	<b>4.0 SOUNDS OF ENGLISH</b> 4.1 Consonant Sounds	
	4th	4.2 Vowel Sounds	
4 <sup>th</sup>	1st	4.3 Syllable and Stress	
	2nd	4.4 Intonation	
	3rd	4.5 Problem Sounds for Indian Speakers	
	4th	Listening Practice	
5 <sup>th</sup>	1st	<b>5.0 PROFESSIONAL WRITING</b> 5.1 Paragraph Writing (Seven Cs)	
	2nd	5.2 Formal Letter Writing	
	3rd	5.3 Memo Writing	
	4th	5.4 Notice Writing	
6 <sup>th</sup>	1st	5.5 Agenda and Minutes Writing	
	2nd	5.6 Report Writing	
	3rd	<b>6.0 EMPLOYMENT SKILLS</b> 6.1 CV Writing	
	4th	6.2 Resume Formats	
7 <sup>th</sup>	1st	6.3 Interview Skills	
	2nd	6.4 Common Interview Questions	
	3rd	Mock Interview	
	4th	Revision & Evaluation	

8 <sup>th</sup>	1st	<b>7.0 TECHNICAL WRITING BASICS</b> 7.1 Characteristics of Technical Writing	
	2nd	7.2 Audience Analysis	
	3rd	7.3 Clarity and Conciseness	
	4th	Practice Writing	
9 <sup>th</sup>	1st	7.4 Technical Vocabulary	
	2nd	7.5 Use of Graphics in Writing	
	3rd	7.6 Editing and Proofreading	
	4th	Assignment Work	
10 <sup>th</sup>	1st	<b>8.0 EMAIL WRITING</b> 8.1 Structure of Professional Email	
	2nd	8.2 Formal vs Informal Emails	
	3rd	8.3 Email Etiquette	
	4th	Practice Session	
11 <sup>th</sup>	1st	<b>9.0 PRESENTATION SKILLS</b> 9.1 Verbal Presentation Skills	
	2nd	9.2 Non-Verbal Communication	
	3rd	9.3 Use of Visual Aids	
	4th	Student Presentation	
12 <sup>th</sup>	1st	<b>10.0 GROUP DISCUSSION</b> 10.1 Types of GD	
	2nd	10.2 GD Techniques	
	3rd	10.3 Practice GD	
	4th	Evaluation	
13 <sup>th</sup>	1st	<b>11.0 LISTENING SKILLS</b> 11.1 Importance of Listening	
	2nd	11.2 Types of Listening	
	3rd	Listening Practice	
	4th	Assessment	
14 <sup>th</sup>	1st	<b>12.0 READING SKILLS</b> 12.1 Skimming and Scanning	
	2nd	12.2 Intensive and Extensive Reading	
	3rd	Reading Practice	
	4th	Comprehension Test	
15 <sup>th</sup>	1st	Revision of Complete Syllabus	
	2nd	Doubt Clearing Session	
	3rd	Internal Assessment / Test	
	4th	Final Evaluation & Feedback	

### Books Recommended:

1. Effective Technical Communication by M Ashraf Rizvi (Tata McGraw Hill)
2. Better English Pronunciations By J. D.O Conner (Cambridge University Press)