

Shree Govindram Seksaria Institute of Science and Technology

Department Of Humanities and Social Sciences

Lecture Plan

Technical English: HU 10551

Total No. Of Units: 5

Total No. Of Lectures: 20

Unit No.	No. of lectures	Intended Topic Covered	Remarks
I	1	Introduction of subject, Course Outcomes and lesson plan to be discussed.	
	2	Introduction of Communication Skills: Meaning and Process L.O.:Enable students to understand the intricate skills involved in the process of communication	CO:01 P.I: 10.4.1
	2	Effective Communication Techniques, Objectives and significance of communication L.O.:To apply the above knowledge while communicating effectively	CO:01 PI:9.5.1,12.6.1
	3	Strategies of Oral Presentation Practice and Exercise L.O.:To be able to design impactful presentations and deliver oral presentations effectively	CO:01 P.I.:10.5.2
	1	Do's and Don'ts of Group Discussion L.O.: To be able to tackle group discussions and learn team-work	CO:01 P.I.:9.5.3,-4,9.6.1.
	1	Power Point Presentation L.O.: Use MS Power Point as a tool to effectively complement oral presentations	CO:01 P.I.:10.4.3,-5.2,-.6.2
II	1	Phonetics: Introduction to speech sounds British R.P. and I.P.A.	CO:02

		L.O.: To develop acceptance towards the importance of correct pronunciation while teaching	P.I.:10.5.2,-6.1,-6.2
	2	Speech Sounds: Vowel Sounds L.O.: To be able to articulate vowel sounds correctly	CO:02 P.I.:10.5.2,-6.1,-6.2
	1	Consonant Sounds L.O.: To be able to articulate consonant sounds correctly	CO:02 P.I.:10.5.2,-6.1,-6.2
	3	Phonetic Transcription L.O.: To be able to apply the phonetic symbols in pronouncing the words correctly	CO:02 P.I.:10.5.2,-6.1,-6.2
III	2	Composition and Free Essay Writing L.O.:To be able to understand the meaning of composition and principles to of Essay writing	CO:03 P.I.:10.4.2,-4.3,12.4.2
	1	Practice L.O.: To be able to compose relevant essays on current and technical topics	CO:03 P.I.:10.4.2,-4.3,3.5.1
	1	Comprehension and Precis Writing L.O.: To learn and grasp a given text and the art of sifting and compressing the same	CO:03 P.I.:10.4.2,-4.3
	1	Practice L.O.: To be able to produce and create a compact text and documents	CO:03 P.I.:10.4.2,-4.3
IV	3	Introduction: Principles, Types and Objectives of Technical Report Writing L.O.: To able to realize the importance of effective Report writing in professional life	CO:04 P.I.:10.4.2,-6.1
	2	Samples, format and steps of	CO:04

		Technical Report L.O.:To be able to draft a technical report in a structured format	P.I.:10.4.2,-6.1
	1	Practice and Exercise L.O.: To be able to draft and create a technical report in a structured format	CO:04 P.I.:10.4.2,-6.1
V	1	Introduction and Types of Business Letters L.O.: To be able to realize the significance of effective Business correspondence in professional life	CO:05 P.I.:9.5.1
	3	Formats and Layouts of Business Letters L.O.: To be able to draft official and semi-official letters in a structured format	CO:05 P.I.:9.5.1
	5	Letters of Enquiry, Quotation Letters, Placing Order and Complaint L.O.:To be able to draft the mentioned letters properly	CO:05 P.I.:9.5.1
	3	Formal Letter, Resume and Cover letter L.O.: To be able to draft the mentioned letters properly	CO:05 P.I.:9.5.1