**LESSON PLAN: AIDS**

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| Sr.no | PCE-1 TOPICS PLANNED | PLANNED DATE | DATE OF EXECUTION | MAPPED WITH CO | CONTENT DELIVERY METHOD/AIDS | REMARKS |
| 1 | Introduction to syllabus and subject | 10/3/23 | 10/3/23 |  | Board and PPT |  |
| 2 | **Module 5**-Basic Technical Writing: Introduction  What is Technical Writing? Importance and Principles of Technical Writing  Difference between Technical Writing & Literary Writing | 14/3/23 | 14/3/23 | CO4 | Board and PPT |  |
| 3 | Framing Definitions  Difference between Technical Description & Instructions  5.2. Description of a Technical Object  Definition  Diagram  Discussion of Parts/Characteristics Working  5.3. Writing User Instructions | 17/3/23 | 17/3/23 | CO4 | Board and PPT |  |
| 4 | Special Notices (Note, Warning, Caution, and Danger)  Styles of Presentation- Impersonal /Indirect/Direct  Imperative Description of a Technical / Scientific Process Definition Diagram/Tools/  Apparatus/Software/ Hardware Used  Working  Result | 21/3/23 | 23/3/24 | CO4 | Board and PPT | Exchanged with Prasad Sir’s lecture |
| 5 | Revision and Solving University papers of previous  years | 24/3/23 | 24/3/23 |  | PPT, board |  |
| 6 | **Module-III (Developing Reading and Writing  Skills)-** Reading Comprehension  Long Passages, Short Passages  MCQs on  Inferential Questions with 4 Options3.2.  Summarization of reading passages, reports,  chapters, books | 10/4/23 | 27/3/23 | CO2 | Board and PPT | \*extra (Dipak Sir’s slot) |
| 7 | Graphic Organizers for Summaries  Radial Diagrams like Mind Maps  Flow  Charts  Tree Diagrams  Cyclic Diagrams  Linear Diagrams like Timelines  Pyramids  Venn  Diagrams  Point-form Summaries  One-sentence Summaries of Central Idea | 24/4/23 | 10/4/23 | CO2 | PPT |  |
| 8 | **Module-II (Verbal Aptitude for Employment)-** Vocabulary Building  Root words  (Etymology)  Meaning of Words in  Context  Synonyms & Antonyms  Collocations  Word Form Charts  Prefixes &  Suffixes  Standard Abbreviations | 27/4/23 | 24/4/23 | CO2 | Board and PPT |  |
| 9 | Grammar  Identifying Common Errors based on:  Subject -Verb  Agreement  Misplaced  Modifiers  Articles  Prepositions  Tautologies  Pleonasms (Redundancies)  Idioms  Cliches | 29/4/23 | 24/4/23 | CO2 | ,extra Board and PPT |  |
| 10 | **Module-I (Fundamentals of Communication)-** Introduction to the Theory of  Communication  Definition  Objectives  Postulates/Hallmarks  The Process of Communication | 8/5/23 | 27/4/23 | CO1 | Board and PPT |  |
| 11 | Organizational Communication  Formal  (Upward,Downward and Horizontal) Informal  (Grapevine) | 11/5/23 | 29/4/23 | CO1 | Board and PPT |  |
| 12 | Methods of Communication  Verbal (Written &  Spoken)  Non-verbal cues perceived  through the five senses: (Visual, Auditory, Tactile,  Olfactory and Gustatory cues)  Non-verbal cues  transmitted through the use of: (The Body, Voice,  Space, Time and Silence) | 15/5/23 | 8/5/23 | CO1 | Board, PPT, and activity |  |
| 13 | Barriers to Communication  Mechanical/External  Physical/Internal  Semantic & Linguistic  Psychological  Socio-Cultural | 18/5/23 | 11/5/23 | CO1 | PPT |  |
| 14 | **Module-II (Business Correspondence)-** Seven Cs of Business  Correspondence  Completeness  Conciseness  Consideration  Concreteness  Clarity  Courtesy  Correctness  Parts of a Formal Letter and Formats | 22/5/23 | 15/5/23 | CO3 | Board and PPT |  |
| 15 | Emails  Format of Emails  Features of Effective  Emails  Language and style of Emails | 25/5/23 | 18/5/23 | CO3 | PPT |  |
| 16 | Types of Letters in Both Formal Letter Format  and Emails  Claim & Adjustment  Letters  Request/Permission Letters  Sales Letters | 29/5/23 | 22/5/23 | CO3 | Offline, PPT, smart Board |  |
| 17 | Solving the Previous year’s paper | 01/6/23 | 22/5/23 |  | Online  /PPT |  |
| 18 | Revision (Business Correspondence) | 22/5/23 | 22/5/23 |  | Online/ PPT |  |
| 19 | Revision (Basic Technical Writing) | 25/5/23 | 25/5/23 |  | online |  |
| 20 | Revision ( Fundamentals of Communication) | 25/5/23 | 25/5/23 |  | online |  |
| 21 | Revision (verbal aptitude) | 26/5/23 | 26/5/23 |  | Online |  |
| 22 | Revision ( all the modules at a glance) | 26/5/23 | 26/5/23 |  | online |  |