**LESSON PLAN: MECH**

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| LEC NO. | PCE-1 TOPICS PLANNED | PLANNED DATE | | DATE OF EXECUTION | | MAPPED WITH CO | | CONTENT DELIVERY METHOD/AIDS | | REMARKS | |
| 1 | Introduction to syllabus and subject | | 08/3/23 | | 08/3/23 | |  | | 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 | | 13/3/23 | | 13/3/23 | | 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 User Instructions | | 15/3/23 | | 15/3/23 | | 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 | | 20/3/23 | | 20/3/24 | | CO4 | | Board and PPT | |  | |
| 5 | Revision and Solving University papers of previous  years | | 27/3/23 | | 27/3/23 | |  | | PPT | |  | |
| 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 | | 3/4/23 | | 3/4/23 | | CO2 | | Board and PPT | |  | |
| 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 | | 5/4/23 | | 5/4/23 | | 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 | | 10/4/23 | | 10/4/23 | | CO2 | | Board and PPT | |  | |
| 9 | Grammar  Identifying Common Errors  Subject-Verb  Agreement  Misplaced  Modifiers  Articles  Prepositions  Tautologies  Pleonasms (Redundancies)  Idioms  Cliches &  Information of Competitive exams | | 12/4/23 | | 12/4/23 | | CO2 | | Board and PPT | |  | |
| 10 | **Module-I (Fundamentals of Communication)-** Introduction to Theory Of Communication  Definition  Objectives  Postulates/Hallmarks  The Process of Communication | | 24/4/23 | | 24/4/23 | | CO1 | | Board and PPT | |  | |
| 11 | Organizational Communication,Formal  (Upward, Downward and Horizontal)○Informal  (Grapevine) | | 26/4/23 | | 26/4/23 | | CO1 | | Board and PPT | |  | |
| 12 | Methods of Communication Verbal (Written &  Spoken)  Non-verbal  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) | | 3/5/23 | | 3/5/23 | | CO1 | | Board, PPT, and activity | |  | |
| 13 | Barriers to Communication  Mechanical/External  Physical/Internal  Semantic & Linguistic  Psychological  Socio-Cultural | | 8/5/23 | | 8/5/23 | | 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 | | 15/5/23 | | 15/5/23 | | CO3 | | Board and PPT | |  | |
| 15 | Emails Format of Emails  Features of Effective  Emails  Language and style of Emails | | 17/5/23 | | 17/5/23 | | CO3 | | PPT,smart board | |  | |
| 16 | Types of Letters in Both Formal Letter Format  and Emails  Claim & Adjustment  Letters  Request/Permission Letters  Sales Letters | | 22/5/23 | | 21/5/23  \*online | | CO3 | | PPT | |  | |
| 17 | Solving the Previous year’s paper | | 21/5/23 | | 21/5/23  \*online | |  | | PPT | |  | |
| 18 | Revision (Business Correspondence) | | 29/5/23  UT | | 24/5/23  \*online | |  | | PPT | |  | |
| 19 | Revision (Fundamentals of Communication) | | 31/5/23 | | 22/5/23  \*offline | |  | | PPT, smart board | |  | |
| 20 | Revision (Basic Technical Writing) | | 22/5/23 | | 22/5/23  \*Online extra | |  | | PPT | |  | |
| 21 | Revision (Verbal aptitude) | | 22/5/23 | | 22/5/23  \*Online extra | |  | | PPT | |  | |
| 22 | Extra lecture on Business correspondence | | 25/5/23 | | 25/5/23  \*Online extra | |  | | PPT | |  | |
| 23 | Revision (all the modules at a glance) | | 25/5/23 | | 25/5/23  \*online extra | |  | | PPT | |  | |