**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 DiagramDiscussion of Parts/Characteristics Working5.3. 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 DiagramTools/ Apparatus/Software/ Hardware UsedWorking 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 PassagesShort PassagesMCQs 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 BuildingRoot words  (Etymology)Meaning of Words in  ContextSynonyms & AntonymsCollocations  Word Form ChartsPrefixes &  SuffixesStandard Abbreviations | 10/4/23 | 10/4/23 | CO2 | Board and PPT |  |
| 9 | Grammar Identifying Common ErrorsSubject-Verb  AgreementMisplaced  ModifiersArticlesPrepositionsTautologiesPleonasms (Redundancies)IdiomsCliches &  Information of Competitive exams | 12/4/23 | 12/4/23 | CO2 | Board and PPT |  |
| 10 | **Module-I (Fundamentals of Communication)-** Introduction to Theory Of CommunicationDefinitionObjectivesPostulates/HallmarksThe 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-verbalNon-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  CorrespondenceCompleteness,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 EmailsFeatures of Effective  EmailsLanguage and style of Emails | 17/5/23 | 17/5/23 | CO3 | PPT,smart board |  |
| 16 | Types of Letters in Both Formal Letter Format  and EmailsClaim & Adjustment  LettersRequest/Permission LettersSales 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) | 29/5/23UT | 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 |  |