**LECTURE PLAN: COMP A**

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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 | 8/3/23 | 8/3/23 |  | 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 | 10/3/23 | 10/3/23 | CO4 | Board and PPT |  |
| 3 | Framing Definitions Difference between Technical Description & Instructions 5.2. Description of a Technical ObjectDefinitionDiagramDiscussion 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/DirectImperative Description of a Technical / Scientific Process Definition Diagram/Tools/ Apparatus/Software/ Hardware Used/Working/Result | 17/3/23 | 17/3/24 | CO4 | Board and PPT |  |
| 5 |  Revision and Solving University papers of previous  years | 24/3/23 | 24/3/23 |  | 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 | 27/3/23 | 27/3/23 | 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  DiagramsPoint-form SummariesOne-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 | 21/4/23 | 11/4/23\*Extra | CO2 | Board and PPT | ExtraDilip Sir’s slot. |
| 9 | Grammar Identifying Common ErrorsSubject -Verb  AgreementMisplaced  ModifiersArticlesPrepositionsTautologiesPleonasms (Redundancies)IdiomsCliches &  Information of Competitive exams | 25/4/23 | 21/4/23 | CO2 | Board and PPT |  |
| 10 | **Module-I (Fundamentals of Communication)-** Introduction to Theory of CommunicationDefinitionObjectivesPostulates/HallmarksThe Process of Communication  | 28/4/23 | 25/4/23 | CO1 | Board and PPT |  |
| 11 | Organizational Communication-Formal  (Upward,Downward and Horizontal)Informal  (Grapevine) | 2/5/23 | 28/5/23 | 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) | 9/5/23 | 2/5/23 | CO1 | Board, PPT, and activity |  |
| 13 |  Barriers to Communication Mechanical/External Physical/Internal Semantic &  LinguisticPsychologicalSocio-Cultural | 12/5/23 | 9/5/23 | CO1 | PPT |  |
| 14 | **Module-IV (Business Correspondence)-** Seven Cs of Business  CorrespondenceCompleteness,Conciseness,Consideration,Concreteness,Clarity,Courtesy,Correctness Parts of a Formal Letter and Formats | 16/5/23 | 12/5/23 | CO3 | Board and PPT |  |
| 15 | Emails,Format of Emails,Features of Effective Emails,Language and style of Emails | 19/5/23 | 16/5/23 | CO3 | PPT |  |
| 16 | Types of Letters in Both Formal Letter Format and Emails, Claim & AdjustmentLetters,Request/Permission Letters,Sales Letters | 23/5/23 | 19/5/23 | CO3 | PPT |  |
| 17 | Solving the Previous year’s paper | 26/5/23 | 20/5/23 |  | PPT | Online  |
| 18 | Revision (all the modules at a glance) | 30/5/23 | 23/5/23 |  | PPT,Business correspondence  | UT2 on 30.5.23 |
| 19 | Revision  | 2/6/23 | 26/5/23 |  | PPT, Basic Technical WRITING | Offline |
| 20 | Revision  | 26/5/23 | 26/5/23 |  | Fundamentals of comm. | Online  |
| 21 | Revision (all the modules at a glance) | 26/6/23 | 26/6/23 |  | All modules at a glance | Online |