

Department of Applied Sciences & Humanities
Govt. Polytechnic for Women Rehan
Distt. – Kangra (H.P.) - 176022



LESSON PLAN

Program Name	Arch. Asst.
Subject Name	OPEN ELECTIVE II Technical Communication
Subject Code	ASOE302
Semester	6th
Subject Teacher Name	Virender Singh

Evaluation Scheme

Sr. No.	Subject Name	Study scheme (Hrs/Week)		Marks in Evaluation Scheme					
				Internal Assessment			External Assessment		
		Th	DCS	Th	Pr	Total	Th	Pr	Total
1.	Technical Communication	4		40	-	40	60	-	60
Reference Books		Csikszentmihalyi, Mihaly. Flow: The Psychology of Optimal Experience. Harper Perennial Modern Classics, 2018. Canfield, Jack et al. Chicken Soup for the Unsinkable Soul, Backlist LLC, 2012.							

Course Outcomes (COs)

CO – 1	Adapt, accept and adjust to the physical and emotional changes in one's own self and influence others positively.
CO – 2	Classify the correct usage of English grammar in writing and speaking.
CO – 3	Develop various written communication strategies of resume writing and official correspondence
CO – 4	Demonstrate the use of verbal and non-verbal communication in academic and non-academic platforms.
CO – 5	Demonstrate appropriate communication behavior to enhance self-representation and interpersonal skills through pleasing manners and charming personality

Teaching Plan

	Name of Topic	Proposed Date	Actual Date	Remarks
UNIT-1 Fundamentals of Technical Communication	Language as a tool of Communication	29/01/26 30/01/26		
	Technical Communication	31/01/26 3/02/26		
	Features of Technical Communication	5/02/26		
	General Communication	6/02/26		
	Distinction between General and Technical Communication	7/02/26		
	Channels of Communication at workplace,	10/02/26 12/02/26		
	Downward	13/02/26 17/02/26		

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	Upward	19/02/26 20/02/26		
	Lateral or Horizontal	21/02/26 24/02/26		
	Diagonal	26/02/26 27/02/26		
	Grapevine	28/02/26		
	Consensus	3/03/26 10/03/26		
	Barriers to Communication	12/03/26		
	overcoming barriers	13/03/26		
UNIT-II	Types of Technical writing	17/03/26		
Technical Writing	Drafting skills,	19/03/26		
	: Agenda and Minutes of Meetings	20/03/26		
	Official Correspondence	24/03/26		
	Business Correspondence	27/03/26		
	Report writing	28/03/26		
	Different formats of Report writing	31/03/26		
	Basics of Grammar (, , , , , , , , , ,)	2/04/26		
	Spotting errors in sentences	4/04/26		
	Noun	7/04/26		
	Pronoun	9/04/26		
	Verb	10/04/26		
	Adverb	16/04/26		
	Adjective	17/04/26		
	Preposition	18/04/26		
	Conjunction Article, Modals, Tenses, Punctuation Resume Writing and Covering letter	21/04/26		
	Steps of a Effective Presentation	23/04/26		
	Elements of Effective Presentation skills,	24/04/26		
	public speaking	25/04/26		
	Clarity of substance; Emotion, Humour, Overcoming Fear	28/04/26		
	Confident speaking, Audience Analysis and Retention of audience interest	30/4/26		
How to improve Presentation Skills	2/05/26			

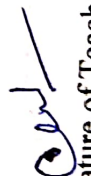
UNIT- IV Speaking skills	What are Speaking Skills and Characteristics of a Good Speech	5/05/26		
	What is Panel Discussion and its procedure	7/05/26		
	Job Interview Skills: What to do Before, After and During Interview	8/05/26		
	Body Language Examples and their Meanings-Positive and Negative. Body language for interviews	14/05/26		
	Difference between Etiquettes and Manners ,Table Etiquettes , Business Etiquettes, Telephone Etiquettes, Dressing Etiquettes and Workplace Etiquettes, How to get along with opposite Gender	15/05/26 16/05/26 19/05/26 21/05/26 22/05/26		
	What are the elements of Voice Modulation (Quality, Pitch, Rhythm, Volume, Pace; Intonation; Pronunciation; Articulation; stress & accent); Tips for better Voice modulation	23/05/26 26/05/26		

Assignments

Assignment No	Contents of Syllabus Covered	Proposed Date	Actual Date	Remarks
A-1	Unit-1, 2	20/03/2026		
A-2	Unit-3.4	19/05/2026		

House Test/Class Test


Name of test	Syllabus for Tests	Proposed Date	Actual Date	Remarks
Class Test - 1	Unit-1	As per HPTSB Academic Schedule		
Class Test - 2	Unit-2			
House Test - 1	Unit-1, Unit-2 and Unit-3			


 (Signature of Teacher)
 Virender Singh

Approved


 Principal

Govt. Polytechnic for Women
 Rehan Distt. Kangra (H.P.)


 (Signature of HOD)