



LESSON PLAN

Program Name	Computer Engineering
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
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	27/01/26 28/01/26		
	Technical Communication	29/01/26 2/02/26		
	Features of Technical Communication	3/02/26		
	General Communication	4/02/26		
	Distinction between General and Technical Communication	5/02/26		
	Channels of Communication at workplace,	9/02/26 10/02/26		
	Downward	11/02/26 12/02/26		
	Upward	16/02/26 17/02/26		
	Lateral or Horizontal	18/02/26 19/02/26		
	Diagonal	23/02/26		

		24/02/26			
	Grapevine	25/02/26			
	Consensus	26/02/26 2/03/26			
	Barriers to Communication	3/03/26			
	overcoming barriers	5/03/26			
UNIT-II Technical Writing	Types of Technical writing	9/03/26			
	Drafting skills,	10/03/26			
	: Agenda and Minutes of Meetings	11/03/26			
	Official Correspondence	12/03/26			
	Business Correspondence	16/03/26			
	Report writing	17/03/26			
	Different formats of Report writing	18/03/26			
	Basics of Grammar (,,,,,,)	19/03/26			
	Spotting errors in sentences	23/03/26			
	Noun	24/03/26			
	Pronoun	25/03/26			
	Verb	30/03/26			
	Adverb	31/03/26			
	Adjective	1/04/26			
	Preposition	2/04/26			
	Conjunction Article, Modals, Tenses, Punctuation Resume Writing and Covering letter	6/04/26			
	Steps of a Effective Presentation	7/04/26			
	Elements of Effective Presentation skills,	8/04/26			
	public speaking	9/04/26			
	Clarity of substance; Emotion, Humour, Overcoming Fear	13/04/26			
	Confident speaking, Audience Analysis and Retention of audience interest	16/4/26			
	How to improve Presentation Skills	20/04/26			
	UNIT- IV Speaking skills	What are Speaking Skills and Characteristics of a Good Speech	21/04/26		
		What is Panel Discussion and	22/04/26		

	Job Interview Skills: What to do Before, After and During Interview	23/04/26		
	Body Language Examples and their Meanings-Positive and Negative. Body language for interviews	27/04/26		
	Difference between Etiquettes and Manners ,Table Etiquettes , Business Etiquettes, Telephone Etiquettes, Dressing Etiquettes and Workplace Etiquettes, How to get along with opposite Gender	28/04/26 29/04/26 30/04/26 4/05/26 5/05/26 6/5/26 7/5/26		
	What are the elements of Voice Modulation (Quality, Pitch, Rhythm, Volume, Pace; Intonation; Pronunciation; Articulation; stress & accent);Tips for better Voice modulation	14/05/26 18/05/26 19/05/26 20/5/26 21/5/26 25/5/26 26/5/26		

Assignments

Assignment No	Contents of Syllabus Covered	Proposed Date	Actual Date	Remarks
A-1	Unit-1	21/03/2026		
A-2	Unit-2	29/04/2026		
A-3	Unit-3	31/05/2026		

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)
Vrinder Singh

(Signature of HOD)

Approved

Principal
Govt. Polytechnic for Women