**LESSON PLAN: AIDS**

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| Sr.no | PCE-1 TOPICS PLANNED | PLANNED DATE | DATE OF EXECUTION | MAPPED WITH CO | CONTENT DELIVERY METHOD/AIDS | REMARKS |
| 1 | Introduction to syllabus and subject | 10/3/23 | 10/3/23 |  | Board and PPT |  |
| 2 | **Module 5**-Basic Technical Writing: IntroductionWhat is Technical Writing? Importance and Principles of Technical Writing Difference between Technical Writing & Literary Writing | 14/3/23 | 14/3/23 | CO4 | Board and PPT |  |
| 3 | Framing Definitions Difference between Technical Description & Instructions 5.2. Description of a Technical ObjectDefinitionDiagram Discussion of Parts/Characteristics Working5.3. Writing User Instructions | 17/3/23 | 17/3/23 | 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 UsedWorkingResult | 21/3/23 | 23/3/24 | CO4 | Board and PPT | Exchanged with Prasad Sir’s lecture |
| 5 | Revision and Solving University papers of previous  years | 24/3/23 | 24/3/23 |  | PPT, board |  |
| 6 | **Module-III (Developing Reading and Writing  Skills)-** Reading Comprehension Long Passages, Short PassagesMCQs on  Inferential Questions with 4 Options3.2.  Summarization of reading passages, reports,  chapters, books | 10/4/23 | 27/3/23 | CO2 | Board and PPT | \*extra (Dipak Sir’s slot) |
| 7 | Graphic Organizers for Summaries Radial Diagrams like Mind MapsFlow  ChartsTree DiagramsCyclic DiagramsLinear Diagrams like TimelinesPyramidsVenn  DiagramsPoint-form SummariesOne-sentence Summaries of Central Idea | 24/4/23 | 10/4/23 | CO2 | PPT |  |
| 8 | **Module-II (Verbal Aptitude for Employment)-** Vocabulary BuildingRoot words  (Etymology)Meaning of Words in  ContextSynonyms & AntonymsCollocations  Word Form ChartsPrefixes &  SuffixesStandard Abbreviations | 27/4/23 | 24/4/23 | CO2 | Board and PPT |  |
| 9 | Grammar Identifying Common Errors based on:Subject -Verb  AgreementMisplaced  ModifiersArticlesPrepositionsTautologiesPleonasms (Redundancies)IdiomsCliches | 29/4/23 | 24/4/23 | CO2 | ,extra Board and PPT |  |
| 10 | **Module-I (Fundamentals of Communication)-** Introduction to the Theory of  CommunicationDefinitionObjectivesPostulates/HallmarksThe Process of Communication  | 8/5/23 | 27/4/23 | CO1 | Board and PPT |  |
| 11 | Organizational CommunicationFormal  (Upward,Downward and Horizontal) Informal  (Grapevine) | 11/5/23 | 29/4/23 | CO1 | Board and PPT |  |
| 12 | Methods of Communication Verbal (Written &  Spoken)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) | 15/5/23 | 8/5/23 | CO1 | Board, PPT, and activity |  |
| 13 |  Barriers to Communication Mechanical/External Physical/Internal Semantic & Linguistic Psychological Socio-Cultural | 18/5/23 | 11/5/23 | CO1 | PPT |  |
| 14 | **Module-II (Business Correspondence)-** Seven Cs of Business  CorrespondenceCompletenessConcisenessConsiderationConcretenessClarityCourtesyCorrectness Parts of a Formal Letter and Formats | 22/5/23 | 15/5/23 | CO3 | Board and PPT |  |
| 15 | EmailsFormat of EmailsFeatures of Effective  EmailsLanguage and style of Emails | 25/5/23 | 18/5/23 | CO3 |  PPT |  |
| 16 | Types of Letters in Both Formal Letter Format  and EmailsClaim & Adjustment  LettersRequest/Permission LettersSales Letters | 29/5/23 | 22/5/23 | CO3 | Offline, PPT, smart Board |  |
| 17 | Solving the Previous year’s paper | 01/6/23 | 22/5/23 |  | Online/PPT |  |
| 18 | Revision (Business Correspondence) | 22/5/23 | 22/5/23 |  | Online/ PPT |  |
| 19 | Revision (Basic Technical Writing) | 25/5/23 | 25/5/23 |  | online |  |
| 20 | Revision ( Fundamentals of Communication) | 25/5/23 | 25/5/23 |  | online |  |
| 21 | Revision (verbal aptitude) | 26/5/23 | 26/5/23 |  | Online |  |
| 22 | Revision ( all the modules at a glance) | 26/5/23 | 26/5/23 |  | online |  |