

Lesson Plan

Subject Name: Technical Writing

Subject Code: HS-204

Class:-B.Tech EEE

Department.:-EEE

TeachingScheme:2L

Unit No.	Topics Details	No. of Lecture Allotted
1	Grammar and Vocab., types of sentences	1
	Comprehension, word formation, synonyms, antonyms, homophones, etc.	2
	Prefix suffix, question tag	1
	Misappropriation, Indianism, redundant words	2
2	Writing style, visual aids in technical writing	2
	Plagiarism and Language Sensitivity	2
	Proposal	2
3	Letters :Request, sale , etc, cover letter	2
	Resume and CV, Difference	2

3	Preparation for Interview. Meeting Documentation---Notice,Memorandum,Circular,Agenda,OfficeOrderandMinutesofmeeting,WritingInstructions.	2
4	Ethics and Personality Development	1
	Time Management, Self-Analysis through SWOT and JOHARI Window,	2
	Emotional Intelligence and Leadership Skills, Team Building,	2
	Career Planning, Self Esteem	1