

## Lesson Plan

**Subject Name: Technical Writing**

**Subject Code: HS-204**

**Class:-B.Tech EEE**

Department.: -EEE

Teaching Scheme: 2L

<b>Unit No.</b>	<b>Topics Details</b>	<b>No. of Lecture Allotted</b>
<b>1</b>	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
<b>2</b>	Writing style, visual aids in technical writing	2
	Plagiarism and Language Sensitivity	2
	Proposal	2
<b>3</b>	Letters :Request, sale , etc, cover letter	2
	Resume and CV, Difference	2

3	Preparation for Interview. Meeting Documentation---Notice, Memorandum, Circular, Agenda, Office Order and Minutes of meeting, Writing Instructions.	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