

Lesson Plan for 2nd Semester (Theory HMHU201)
Subject to change as per requirement.

SL N O	Lecture No	Topic Covered	Taxonomical Activity	Date of Delivery	CO/PO Mapping	Use of Special Resources
1.	1	General Introduction to Basic Communication.	Knowledge, Understand, analyze			Oral Communication/ Verbal mode/ Black Board and Chalk
2	2	Fundamentals of Technical Communication. (Definition, Types, Use, Barriers and 7 Cs). Redundancies and Clichés, and how they affect communication!	Knowledge, Remember, analyze, Evaluate			Black Board & Chalk, Notes and Handouts
3	3	The concept of Word Formation and Basic Understanding of Synonyms, Antonyms, Homonyms, Homophones, Suffixes and Prefixes. With Exercises (Reading Comprehension/passage).	Knowledge, Remember, Analyze, Apply, Evaluate			Black Board & Chalk, Notes and Handouts
4	4	(Basic and Common) Root words from foreign languages and their use in English.	Knowledge, Remember, Analyze, Apply, Evaluate			Black Board & Chalk, Notes and Handouts
5	5	Acquaintance with prefixes and suffixes from foreign languages in English to form derivatives and standard abbreviations. With Exercise.	Knowledge, Remember, Analyze, Apply, Evaluate			Black Board & Chalk, Notes and Handouts

6		6	Introduction to sensible writing.	Knowledge, Remember, Analyze, Evaluate			Black Board & Chalk, Notes and Handouts
8		7-8	Précis and technical comprehension	Knowledge, Remember, Analyze, Apply, Evaluate, Develop, Create			Black Board & Chalk, Notes and Handouts
9		9	Essay/Paragraph writing	Knowledge, Remember, Analyze, Apply, Evaluate, Develop, Create			Black Board & Chalk, Notes and Handouts
10		10	Introduction to Formal and Informal letter Writing (Types and Format)	Knowledge, Remember, Analyze, Apply, Evaluate			Black Board & Chalk, Notes and Handouts
11		11-12	Practicing Letter Writing	Remember, Analyze, Apply, Evaluate, Develop, Create			Black Board & Chalk, Notes and Handouts
12		13	Notice, Agenda and Minutes Writing	Knowledge, Remember, Analyze, Apply, Evaluate, Develop, Create			Black Board & Chalk, Notes and Handouts

13		14	Memo Writing	Knowledge, Remember, Analyze, Apply, Evaluate, Develop, Create			Black Board & Chalk, Notes and Handouts
14		15	C.V. and Resume Writing	Knowledge, Remember, Analyze, Apply, Evaluate, Develop, Create			Black Board & Chalk, Notes and Handouts
15		16	Introduction to Report Writing (Types and Format)	Knowledge, Remember, Analyze, Apply, Evaluate,			Black Board & Chalk, Notes and Handouts
16		17	Practicing Report Writing	Remember, Analyze, Apply, Evaluate, Develop, Create			Black Board & Chalk, Notes and Handouts
17		18	Grammar Exercise	Remember, Analyze, Apply, Evaluate, Develop, Create			Black Board & Chalk, Notes and Handouts
18		19	Doubt Clearance				