

## Lesson Plan

Name of the Subject: **TECHNICAL ENGLISH (14BT1HS01)**

**Class & Semester:** I B.Tech (common to all branches)

S. No.	Topic	No. of periods required	Date(s) covered	No. of periods used	Book(s) followed	Topics for self Study & Remarks
<b>UNIT – I: My Early Days: APJ Abdul Kalam &amp; Introduction to Communication</b>						
1.	<b>My Early Days: APJ Abdul Kalam</b>	<b>04</b>	1 2 3 4		<b>T1</b>	<b>Functional Grammar:</b> Adverbs & Adjectives <b>Reference Book:R2 &amp;</b>
2.	Importance of communication and Effective Communication	02	5 6		T2	
3.	Language as a tool of Communication	02	7 8		T2	
4.	Communicative Skills (LSRW)	03	9 10 11		T2	
5.	Verbal and Non-verbal Communication	04	12 13 14 15		T2	
<b>Total periods required:</b>		<b>15</b>	<b>Total periods used:</b>			
<b>UNIT – II: A Speech by N. R. Narayana Murthy &amp; Active Listening</b>						
6.	<b>A Speech by N. R. Narayana Murthy</b>	<b>04</b>	16 17 18 19		<b>T1</b>	<b>Functional Grammar:</b> Prepositions & Articles <b>Reference Book:R2 &amp;</b>
7.	Meaning and Art of Listening; Importance of Listening	03	20 21 22		T2	
8.	Traits of a Good Listener	02	23 24		T2	
9.	Reasons for poor Listening	02	25 26		T2	
10.	Types of Listening	02	27 28		T2	
11.	Barriers to Effective Listening	02	29 30		T2	
<b>Total periods required</b>		<b>15</b>	<b>Total periods used:</b>			
<b>UNIT –III: The Town by the Sea by Amitav Ghosh &amp; Effective Speaking</b>						
12.	<b>The Town by the Sea by Amitav Ghosh</b>	<b>04</b>	31 32 33 34		<b>T1</b>	<b>Functional Grammar:</b> Transformation of Sentences <b>Reference Book:R2 &amp;</b>
13.	Achieving Confidence, Clarity, and Fluency	02	35 36		T2	
14.	Paralinguistic Features	04	37 38 39		T2	

			40			
15.	Types of Speaking	03	41		T2	
			42			
			43			
16.	Barriers to Speaking	02	44		T2	
			45			
<b>Total periods required:</b>		<b>15</b>	<b>Total periods used:</b>			
<b>UNIT – IV: Dr. C. V. Raman: The Celebrated Genius &amp; Reading &amp; Reading Techniques</b>						
17.	<b>Dr. C. V. Raman: The Celebrated Genius</b>	<b>04</b>	46		<b>T1</b>	<b>Functional Grammar: Conditional Sentences Reference Book:R2 &amp;</b>
			47			
			48			
			49			
18.	Reading and Interpretation	02	50		T2	
			51			
19.	Intensive and Extensive Reading	02	52		T2	
			53			
20.	Critical Reading	02	54		T2	
			55			
21.	Reading Comprehension	02	56		T2	
			57			
22.	Techniques for Good Comprehension	02	58		T2	
			59			
23.	SQ3R Reading Technique	01	60		T2	
<b>Total periods required:</b>		<b>15</b>	<b>Total periods used:</b>			
<b>UNIT – V: The Model Millionaire – Oscar Wilde &amp; Technical Writing</b>						
24.	<b>The Model Millionaire – Oscar Wilde</b>	<b>04</b>	61		<b>T1</b>	<b>Functional Grammar: Common Errors in English Usage Reference Book:R2 &amp;</b>
			62			
			63			
			64			
25.	Characteristics of writing	02	65		T2	
			66			
26.	Language and Elements of Style	02	67		T2	
			68			
27.	Techniques for Good Technical Writing	04	69		T2	
			70			
			71			
			72			
28.	Avoiding Plagiarism and Referencing & Styling	03	73		T2	
			74			
			75			
<b>Total periods required:</b>		<b>15</b>	<b>Total periods used:</b>			
<b>Grand total periods required (N) :</b>		<b>75</b>	<b>Grand total periods used (M) :</b>			

**Text Books:**

- T1:** C. L. N. Prakash, Geetha Rajeevan, G. Radhakrishna Pillai, Malathy Krishnan, Geetha Nagaraj, *All About English*, Cambridge University Press India Private Limited, First Edition, (2014).
- T2:** Meenakshi Raman & Sangeetha Sharma, *Technical Communication*, Oxford University Press, New Delhi, Second Edition, 2012

**Reference Books:**

1. **R1:** Ashraf Rizvi, *Effective Technical Communication*, Tata McGraw-Hill Publishing Company Limited, First Edition, 2005.
2. **R2:** Martin Hewings, *Advanced English Grammar: A Self Study Reference And Practice Book For Advanced South Asian Students*, Cambridge University Press, First South Asian Edition, 1999, New Delhi.

**Signature of the faculty Member**

**Signature of the HOD**