

**DEPARTMENT OF GENERAL ENGINEERING, BASIC SCIENCES AND HUMANITIES**

**Lesson Plan cum Diary 2014-'15**

Name of the Subject: **TECHNICAL ENGLISH** (14Bt1HS01) Name of the faculty Member:

Class:

Section:

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		<b>T1</b>	<b>Functional Grammar: Adverbs &amp; Adjectives Reference Book:R2 &amp;</b>
			2			
			3			
			4			
2.	Importance of communication and Effective Communication	02	5		T2	
			6			
3.	Language as a tool of Communication	02	7		T2	
			8			
4.	Communicative Skills (LSRW)	03	9		T2	
			10			
			11			
5.	Verbal and Non-verbal Communication	04	12		T2	
			13			
			14			
			15			
<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		<b>T1</b>	
			17			
			18			
			19			
7.	Meaning and Art of Listening; Importance of Listening	03	20		T2	
			21			
			22			
8.	Traits of a Good Listener	02	23		T2	
			24			
9.	Reasons for poor Listening	02	25		T2	
			26			
10.	Types of Listening	02	27		T2	
			28			
11.	Barriers to Effective Listening	02	29		T2	
			30			
<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		<b>T1</b>	<b>Functional Grammar: Transformation</b>
			32			
			33			

			34			of Sentences Reference Book:R2 &	
13.	Achieving Confidence, Clarity, and Fluency	02	35		T2		
			36				
14.	Paralinguistic Features	04	37		T2		
			38				
			39				
			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>		Functional Grammar: Conditional Sentences Reference Book:R2 &
			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>	Functional Grammar: Common Errors in English Usage Reference Book:R2 &	
			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:**

1. **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).
2. **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**