

**SREE VIDYANIKETHAN ENGINEERING COLLEGE (Autonomous)**

SREE SAINATH NAGAR, A. RANGAMPET – 517 102

**LESSON PLAN**

**Name of the Subject** : Technical English

**Class & Semester** : I B.Tech - I Semester

S. No.	Topic	No. of periods	Book(s) followed	Topics for self study
<b>UNIT – I: Introduction to Communication</b>				
1.	Introduction to Communication: Importance of communication and communicating in English, Communication Competence, self-concept and Role of emotions	1	T1	Cross-cultural communication
2.	Language as a tool of Communication- Characteristics of language	1	T1	
3.	Characteristics of language	1	T1	
4.	Communicative Skills (LSRW)	1	T1	
5.	Effective Communication-Guidelines- Assertive Communication	1	T1	
6.	Modes of Communication- Formal & Informal, Oral & Written and Internal & External	1	T1	
7.	Verbal Communication and Non-verbal Communication	1	T1	
8.	Barriers to Communication - Intrapersonal, Interpersonal	1	T1	
9.	Organizational Barriers	1	T1	
10.	Tutorials	2		
<b>Total periods required:</b>		<b>11</b>		
<b>UNIT – II: Active Listening</b>				
11.	Introduction-Meaning & Art of Listening, Importance of Listening & Empathy in Communication	1	T1	Modern Communication Media
12.	Reasons for poor Listening - Listening Vs Hearing, Poor Listening Habits, Common Myths	1	T1	
13.	Traits of a Good Listener	1	T1	
14.	Being Non-Evaluative, Paraphrasing, Reflecting Implications	1	T1	
15.	Reflecting Hidden Feelings, Inviting Further Contribution, Responding Non-verbally	1	T1	
16.	Listening Modes – Active Vs Passive, Global Vs Local Listening	1	T1	
17.	Types of Listening	1	T1	
18.	Barriers to Effective Listening-1	1	T1	
19.	Barriers to Effective Listening - 2	1	T1	

S. No.	Topic	No. of periods	Book(s) followed	Topics for self study
20.	Tutorials	2		
<b>Total periods required:</b>		<b>11</b>		
<b>UNIT -III: Effective Speaking</b>				
21.	Introduction	1	T1	Group Communications
22.	Paralinguistic Features-1	1	T1	
23.	Paralinguistic Features-2	1	T1	
24.	Barriers to Speaking - 1	1	T1	
25.	Barriers to Speaking - 2	1	T1	
26.	Types of Speaking - 1	1	T1	
27.	Types of Speaking-2	1	T1	
28.	Persuasive Speaking-1	1	T1	
29.	Persuasive Speaking-1	1	T1	
30.	Tutorials	2		
<b>Total periods required:</b>		<b>11</b>		
<b>UNIT – IV: Reading</b>				
31.	Introduction-Purpose of Reading, Topic Sentence & its role, Reading Rates	1	T1	Reading Comprehension
32.	Reading & Interpretation- Reading between the lines	1	T1	
33.	Inferring Meanings-Lexical and contextual	1	T1	
34.	Understanding & Interpreting Ideas, Interpreting Graphics in Technical Writing	1	T1	
35.	Intensive Reading and Extensive Reading, Critical Reading	1	T1	
36.	Reading for Different Purposes-General Articles, Essays	1	T1	
37.	Journal Articles, Novel/Story discussion	1	T1	
38.	SQ3R Technique	1	T1	
39.	Study Skills	1	T1	
40.	Tutorials	2		
<b>Total periods required:</b>		<b>11</b>		
<b>UNIT – V: Technical Writing</b>				
41.	Introduction-Importance, Characteristics	1	T1	Letters, Memos and E-mails
42.	Language and Elements of Style	1	T1	
43.	Techniques for Good Technical Writing	1	T1	
44.	Referencing & Styling	1	T1	
45.	Right Words & Phrases-1	1	T1	
46.	Right Words & Phrases	1	T1	
47.	Sentences - sentence patterns	1	T1	
48.	Salient Points of Sentence Construction-1	1	T1	
49.	Salient Points of Sentence Construction-2	1	T1	
50.	Tutorials	2	Tutorials	
<b>Total periods required:</b>		<b>11</b>		
<b>Grand total periods required:</b>		<b>55</b>		

**TEXT BOOK:**

T1. Meenakshi Raman & Sangeetha Sharma, *Technical Communication*, Oxford University Press, New Delhi, 2012.

**REFERENCE BOOKS:**

R1. Ashraf Rizvi, *Effective Technical Communication*, McGraw-Hill Education (India) Pvt.Ltd., New Delhi, 2015.

R2. Sanjay Kumar & Pushp Lata, *Communication Skills*, Oxford University Press, New Delhi, 2013.

R3. Teri Kwal Gamble and Michael Gamble, *Communication Works*, Tata Mc Graw-Hill, New Delhi, 2010.

R4. Rajendra Pal and J.S. Korlahalli, *Essentials of Business Communication*, Sultan Chand and Son, New Delhi, 2010.