

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		
UNIT – I: My Early Days: APJ Abdul Kalam & Introduction to Communication								
1.	My Early Days: APJ Abdul Kalam	04	1 2 3 4		T1	Functional Grammar: Adverbs & Adjectives Reference Book:R2 &		
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			
Total periods required:		15	Total periods used:					
UNIT – II: A Speech by N. R. Narayana Murthy & Active Listening								
6.	A Speech by N. R. Narayana Murthy	04	16 17 18 19		T1		Functional Grammar: Prepositions & Articles Reference Book:R2 &	
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			
Total periods required		15	Total periods used:					
UNIT –III: The Town by the Sea by Amitav Ghosh & Effective Speaking								
12.	The Town by the Sea by Amitav Ghosh	04	31 32 33 34		T1	Functional Grammar: Transformation of Sentences Reference Book:R2 &		
13.	Achieving Confidence, Clarity, and Fluency	02	35 36		T2			
14.	Paralinguistic Features	04	37 38 39 40		T2			

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

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