

## LESSON PLAN

Jan-June-25

SESSION 2024-25

SUBJECT: Communication Skill-II

SEMESTER: 2<sup>nd</sup>

BRANCH: - CSE/Mechanical/ET & T

UNIT NAME	NAME OF THE TOPIC	NO OF CLASS REQUIRED	REMARK
<b>Unit-1.0 English Grammar</b>	1.1 Auxiliary Verbs	02	
	1.2 Modifiers & Adverbial Phrases	02	
	1.3 Degree	03	
	1.4 Narration, Assignment Given	03	
	Doubt Class, Quiz conduction	1	
	Unit Test	1	
<b>Unit-2.0 Non- Verbal Communication</b>	2.1 Static features of Non Verbal Communication – Distance, Posture, Physical contact etc.	03	
	2.2 Dynamic features of Non-Verbal Communication – Mannerism, Head & Hand movement, Eye to Eye contact, Facial expressions, Gestures, Assignment Given	03	
	Doubt Class, Quiz conduction	1	
	Unit Test	1	
<b>Unit- 3.0 Paragraph &amp; Letter Writing</b>	3.1 Paragraph writing.	02	
	3.2 Letter writing 3.2.1 Purposes of Letters 3.2.2 Characteristics of a Letter	02	
	3.2.3 Types of Business Letters Applications for Job & Resume Writing	02	
	Letter of Enquiry	02	
	Letter for Order Placement	02	
	Letter of Complaints, Assignment Given	02	
	Doubt Class, Quiz conduction	1	
	Unit Test	1	
<b>Unit 4.0 Technical Report Writing</b>	4.1 Report Writing/4.1.1 Characteristics of a Good Report/ 4.1.2 Types of Technical Report.	02	
	4.2 General outline of Project Report	02	
	4.3 Progress Report of any assumed work	03	
	4.4 Notice/4.4.1 Purposes of Notices /4.4.2 Qualities of Notices/4.4.3 Format of Notice	03	
	4.5 Mail/ 4.5.1 Purposes of Mail 4.5.2 Format of Mail, Assignment Given	02	
	Doubt Class, Quiz conduction	1	
	Unit Test	1	
Total		48	

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