JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Program: B.Tech(CSE)	**Session : 2021 - 2025**	**Year : 2nd Year**	**Sem: III**
Course: Effective Technical Communication			
Name of the Faculty: Dr. ANITA SINGH	**Commencement Date: 29/8/2022**		**Date of Closure: 30 Dec 2022**

Lecture No.	Week	Unit	Topics to be Covered	Blended Mode			Date	Duration	Tracking of Lectures	Related Course Outcome	Signature of Faculty	Signature of HoD	Remarks (if any)
				ICT Tool/Platform/ LMS	Resources	Activity							
1	1	1	Introduction - Information Design and Development- Different kinds of technical documents, Information development life cycle										
2		1	Organization structures, factors affecting information and document design, Strategies for organization										
3	2	1	Information design and writing for print and for online media.										
4		2	Technical Writing, Grammar and Editing- Technical writing process										
5	3	2	Forms of discourse, Writing drafts and revising,										
6		2	Collaborative writing, creating indexes, technical writing style and language.										

7	4	2	Basics of grammar, study of advanced grammar, editing strategies to achieve appropriate technical style.										
8		2	Introduction to advanced technical communication, Usability, Hunan factors,										
9	5	2	Managing technical communication projects, time estimation, Single sourcing, Localization.										
10		3	Self Development and Assessment- Self assessment, Awareness, Perception and Attitudes										
11	6	3	Self Development - Values and belief, Personal goal setting, career planning, Self-esteem. Managing Time										
12		3	Self Development - Personal memory, Rapid reading, Taking notes; Complex problem solving; Creativity										
13	7	4	Communication and Technical Writing - Introduction										
14		4	Public speaking, Group discussion, Oral presentation										
15	8	4	Interviews, Graphic presentation, Presentation aids, Personality Development										

16		4	Practice of Interview Questions										
17	9	4	Writing reports, project proposals, brochures, newsletters, technical articles										
18		4	Manuals, official notes, business letters, memos,										
19	10	4	Writing progress reports, minutes of meetings, event report.										
20		5	Ethics- Business ethics, Etiquettes in social and office settings										
21	11	5	Email etiquettes, Telephone Etiquettes, Engineering ethics, Managing time										
22		5	Role and responsibility of engineer, Work culture in jobs										
23	12	5	Personal memory, Rapid reading, Taking notes, Complex problem solving, Creativity										
24			Revision										