JHARKHAND Rai University
UGC RECOGNISED UNIVERSITY
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Lesson Plan & Tracking

Program: B.Tech	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										
2		1	Different kinds of technical documents, Information development life cycle										
3	2	1	Organization structures, factors affecting information and document design, Strategies for organization										
4		1	Information design and writing for print and for online media.										
5	3	2	Technical Writing, Grammar and Editing- Technical writing process										
6		2	Forms of discourse, Writing drafts and revising,										
7	4	2	Collaborative writing, creating indexes, technical writing style and language.										
8		2	Basics of grammar, study of advanced grammar, editing strategies to achieve appropriate technical style.										
9	5	2	Introduction to advanced technical communication, Usability, Hunan factors,										
10		2	Managing technical communication projects, time estimation, Single sourcing, Localization.										

11	6	3	Self Development and Assessment- Self assessment, Awareness,										
12		3	Perception and Attitudes,Self Development - Values and belief,										
13		3	Personal goal setting, career planning, Self-esteem. Managing Time										
14		3	Self Development - Personal memory, Rapid reading,										
15	7	4	Taking notes; Complex problem solving; Creativity										
16		4	Communication and Technical Writing - Introduction										
17	8	4	Public speaking, Group discussion, Oral presentation										
18		4	Interviews, Graphic presentation, Presentation aids, Personality Development										
19	9	4	Practice of Interview Questions										
20		4	Writing reports, project proposals, brochures, newsletters, technical articles										
21	10	4	Manuals, official notes, business letters, memos,										
22		5	Writing progress reports, minutes of meetings, event report.										
23	11	5	Ethics- Business ethics, Etiquettes in social and office settings										
24		5	Email etiquettes, Telephone Etiquettes, Engineering ethics, Managing time										
25	12	5	Role and responsibility of engineer, Work culture in jobs										
26		5	Personal memory, Rapid reading, Taking notes,										

27	13	5	Complex problem solving, Creativity										
28			Revision										
29	14		Revision										
30			Revision										