**SRM INSTITUTE OF SCIENCE ANDTECHNOLOGY**

**DEPARTMENT OF EFL**

**LESSON PLAN**

**18LEH101J ENGLISH Unit – 4 & 5**

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| **UNIT – IV (Organizational communication)** | | | | |
| 1 |  |  | | Writing an advertisement |
| 2 |  |  | | Email writing |
| 3 |  |  | | Workplace etiquette |
| 4 |  |  | | Work ethics |
| 5 |  |  | | Notice , Agenda and Minutes |
| 6 |  |  | | Notice , Agenda and Minutes |
| 7 |  |  | | Report Writing (Survey) |
| 8 |  |  | | Report Writing (Feasibility) |
| 9 |  |  | | Report Writing (Enquiry) |
| 10 |  |  | | Job Application and Resume |
| 11 |  |  | | Reading comprehension |
| 12 |  |  | | Reading comprehension |
|  |  |  | |  |
| **UNIT – V (Professional Writing and Academic Integrity)** | | | | |
| 1 |  |  | Writing an outline of a particular topic | |
| 2 |  |  | | Notes on Plagiarism and academic Integrity |
|  |  |  | |  |
| 3 |  |  | | Note - Making |
| 4 |  |  | | Note - Making |
| 5 |  |  | | Paraphrasing |
| 6 |  |  | | Checklist |
| 7 |  |  | | Instructions |
| 8 |  |  | | Proposal Writing |
| 9 |  |  | | Proposal Writing |
| 10 |  |  | | Checklist |
| 11 |  |  | | Writing a Project on a given Topic |
| 12 |  |  | | Writing a Project on a given Topic |