

Sardar Vallabhbhai Patel Institute Of Technology- SVIT- VASAD					
LESSON PLAN					
Name: Ms. FORAM A. PATEL			Subject: CS	Hrs/Week: 2	
Designation: Asst.Prof			Subject code: 2110002	Total weeks: 12	
Department: AS&H			Class: FY IT I	Total Hrs: 24	
Hrs	Details of Topics to be Covered in one lecture from GTU syllabus		Proposed Date	Actual Date	
Unit 1 Basics of Communication					
1	Various Definitions and Process/ cycle of Communication		2/7/2017		
2	Flow,, Networks, Types of Communication		2/9/2017		
3	Kinesics, Paralinguistics, Proxemics, Chronemics		2/14/2017		
4	Barriers to communication		2/16/2017		
Unit 3 Listening Ability courteous					
5	Different Between Hearing and Listening & Types of Listening, Barriers to Effective		2/21/2017		
Unit 4 Reading Fluency					
6	Introduction to reading comprehension & Reading Strategies		2/23/2017		
7	The Techniques used while reading, How to Develop Reading Comprehension		2/28/2017		
Unit 6 Enriching Language through Literature					
8	The Road Not Taken by Robert Frost, Explanation, Recitation		3/2/2017		
9	The Eyes Are Not Here by Ruskin Bond, Leading questions to the story from their real		3/7/2017		
Unit 5 Writing : Mastering the Final Skill					
10	Explanation of Paragraph Development. Discussion on the techniques for paragraph		3/9/2017		
11	Explaining the guidelines for writing a good Technical Descriptions.		3/14/2017		
12	Write down the Purpose, Structure and Lay outs of Business Letter.		3/16/2017		
13	Drafting and discussing various types of formal letters.		3/21/2017		
14	Discussion on the Objectives, characteristics, Structure & format of Technical Report.		3/23/2017		
15	How to write an email, things to be kept in mind while drafting E-mail.		3/30/2017		
16	Goodbye Party for Miss Pushpa T S by Nissim Ezekiel, Explanation, Recitation		4/4/2017		
17	The Romance of a Busy Broker by O. Henry		4/11/2017		
Unit 2 Presentation Strategies					
18	Defining the Purpose of Presentation, & How to Make an Effective Presentation		4/18/2017		
19	Analyzing audience and locale, Organizing content and preparing an outline		4/25/2017		

\* in which class is actually conducted

If subject is shared between two faculties then Name of the other faculty:

Text Book: Technical Communication: Principles and Praticce. by ; Meenakshi Raman and Sangeeta Sharm

Reference Book:Raman, Meenakshi and Sangeeta Sharma. Technical Communication: Principles and Praticce. New Delhi: OUP, 2008.

Date of preparation:

Signature of faculty:

HOD signature with date

Sardar Vallabhbhai Patel Institute Of Technology- SVIT- VASAD LESSON PLAN					
Name: Ms FORAM A. PATEL Designation: Asst.Prof Department: AS&H			Subject: CS Subject code: 2110002 Class: FY IT I		Hrs/Week: 2 Total weeks: 12 Total Hrs: 19
Hrs	Details of Topics to be Covered in one lecture from GTU syllabus	Actual Date	Slot No	No of Present Students	Sign of HOD
<b>Unit 1 Basics of Communication</b>					
1	Various Definitions and Process/ cycle of Communication		second		
2	Flow,, Networks, Types of Communication		third		
3	Kinesics, Paralinguistics, Proxemics, Chronemics		second		
4	Barriers to communication		third		
<b>Unit 3 Listening Ability courteous</b>					
5	Different Between Hearing and Listening & Types of Listening, Barriers to Effective		second		
<b>Unit 4 Reading Fluency</b>					
6	Introduction to reading comprehension & Reading Strategies		third		
7	The Techniques used while reading, How to Develop Reading Comprehension		second		
<b>Unit 6 Enriching Language through Literature</b>					
8	The Road Not Taken by Robert Frost, Explanation, Recitation		third		
9	The Eyes Are Not Here by Ruskin Bond, Leading questions to the story from their real		second		
<b>Unit 5 Writing : Mastering the Final Skill</b>					
10	Explanation of Paragraph Development. Discussion on the techniques for paragraph		third		
11	Explaining the guidelines for writing a good Technical Descriptions.		second		
12	Write down the Purpose, Structure and Lay outs of Business Letter.		third		
13	Drafting and discussing various types of formal letters.		second		
14	Discussion on the Objectives, characteristics, Structure & format of Technical Report.		third		
15	How to write an email, things to be kept in mind while drafting E-mail.		second		
16	Goodbye Party for Miss Pushpa T S by Nissim Ezekiel, Explanation, Recitation		third		
17	The Romance of a Busy Broker by O. Henry		second		
<b>Unit 2 Presentation Strategies</b>					
18	Defining the Purpose of Presentation, & How to Make an Effective Presentation		second		
19	Analyzing audience and locale, Organizing content and preparing an outline		third		

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