

**"PVC" NSSK Govt. Polytechnic Bilaspur at Kalol**

Lesson Plan (Theory)			
Branch		Mechanical & Electrical Engineering	Semester: 6th
Subject		Technical Communication	Session: 27 <sup>th</sup> Jan to 28 May 2025
Teacher		Ms. Himani Sharma	
Sr.no.	No. Of Lectures	Chapter/Unit Discription	Details of contents
1	10	Unit 1: Fundamentals of Technical Communication	1. Language as a tool of Communication 2. Features of Technical Communication 3. Distinction between General and Technical Communication 4. Channels of Communication at workplace: Downward, Upward, Lateral or Horizontal, Diagonal, Grapevine, Consensus 5. Barriers to Communication and overcoming barriers
2	20	Unit 2. Technical Writing	1. Types of Technical writing 2. Drafting skills: Agenda and Minutes of Meetings, Official and Business Correspondence 3. Different formats of Report writing 4. Basics of Grammar: Spotting errors in sentences (Noun, Pronoun, Verb, Adverb, Adjective, Preposition, Conjunction, Article, Modals, Tenses, Punctuation) 5. Resume Writing and Covering letter
3	8	Unit 3. Presentation Skills	1. Concept and Significance of Presentation skills 2. Steps of a Effective Presentation 3. Elements of Effective Presentation skills, including public speaking Clarity of substance; Emotion, Humour, Overcoming Fear, Confident speaking, Audience Analysis and Retention of audience interest 4. How to improve Presentation Skills
4	12	Unit 4. Speaking skills	1. What are Speaking Skills and Characteristics of a Good Speech 2. What is Panel Discussion and its procedure 3. Job Interview Skills: What to do Before, After and During Interview 4. Body Language Examples and their Meanings-Positive and Negative. Body language for interviews 5 Difference between Etiquettes and Manners ,Table Etiquettes , Business Etiquettes, Telephone Etiquettes, Dressing Etiquettes and Workplace Etiquettes, How to get along with opposite Gender 6. What are the elements of Voice Modulation (Quality, Pitch, Rhythm, Volume, Pace; Intonation; Pronunciation; Articulation; stress & accent); Tips for better Voice modulation
Signature of Teacher Himani Sharma		HOD <i>Chavarao</i> 27/01/25	