**SHAMBHUNATH INSTITUTE OF ENGINEERING & TECHNOLOGY, PRAYAGRAJ**

**LECTURE PLAN**

**ACADEMIC YEAR: 2019-20 DATE OF ISSUE- w.e.f: -16-01-2020**

**SEMESTER: 2 SUBJECT: PROFESSIONAL ENGLISH** S**UBJECT CODE: KAS-204** **Unit Wise Lectures: Unit1- 12, Unit 2- 6, Unit 3- 11, Unit4-10, Unit 5- 10 Lectures.**

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|  | **TOPIC** | **No of lectures required** |
| **UNIT I** | **Basics of Technical English**   * Technical English: Definition; Extent& Coverage * Dimensions; Reading; Skimming; Scanning; Churning & Assimilation | **5** |
| * Writing: Methods: Inductive; Deductive; Exposition; Linear; Interrupted; Spatial & Chronological etc; | **2** |
| * Technical Communication; Approaches: Brevity; Objectivity; Simplicity; Utility & Clarity. * Listening: Active; Passive; Thinking strategies: Positive & Logical thinking; Speaking: Essentials Nuances & Modes of Speech Delivery | **2**  **2** |
| *Revision and Discussion on the questions of previous exams.* | **1** |
| **UNIT-II** | **Components of Technical Writing**   * Vocabulary Building: Select words; Concept of word formation; Word formation; Root words from foreign languages & their use in English; Prefixes & Suffixes: Derivatives; Synonyms; Antonyms; Abbreviations. Homophones. One word substitutes; Requisites of Sentences | **6** |
| **UNIT-III** | **Basic Technical Writing Skills** |  |
| * Forms: Business writing: Principle; Purchase & Sales Letters; Drafts; Official Writing: Official Letter | **4** |
| * D.O. Letter; Notices; Agenda; Minutes of Meetiing | **2** |
| * Sentence Structure; Phrases & Clauses in sentences; | **2** |
| * Coherence; Unity; Emphasis in Writing; | **1** |
| * Devices; Use of Writing methods in Documents; Techniques of Writing | **1** |
| *Revision and Discussion on the questions of previous exams.* | **1** |
| **UNIT- IV** | **COMMON GRAMMATICAL ERRORS & TECHNICAL STYLE** |  |
| * Subject-verb agreement; Correct usage: Noun; Pronoun; Agreement; Modifiers; | **3** |
| * Articles; Prepositions; Clichés; Redundancies; Technical Style: Features; Choice of words; | **4** |
| * Sentences: Descriptive; Narrative; Expository; Defining & Classifying; Length of paragraph; Writing of Introduction & Conclusion | **2** |
| *Revision and Discussion on the questions of previous exams.* | **1** |
| **UNIT- V** | **Presentation Strategies & Oral Communications** |  |
| * Locale; Audience; Modulating Style & Content; | **3** |
| * Speaking with confidence; Kinesics | **2** |
| * Paralinguistic features of Voice-Dynamics: Pitch; Intonation; Stress & Rhythm | **2** |
| * Conversation & dialogues; Communication at work-place etc. | **1** |
| *Revision and exercises of question papers.* | **2** |
|  | ***Total No. of Tentative Lectures*** | **12+6+11+10+10= 49** |