

Satyug Darshan Institute of Engineering and Technology

Lesson Plan / Teaching Plan / Lecture Plan with Progress: BCA -3rd Semester: 2025-26

Course Name (Code): ECC (AEC-103-V)

Faculty Name-Ms. Sheetal Kaushik

Topics / lectures are arranged in sequence - same - as to be taught in the class. Maintain data related to "Date" in its hard copy					
S. No.	Lecture No	Topic Description	Teaching Pedagogy	Reference Material	Remarks, if any
1	1	INTRODUCTION OF SYLLABUS & PARAGRAPHS	TC-1	R1	
2	2	TYPES OF PARAGRAPHS ,IDIOMS & PROVERBS	TC-1	R2	
3	3	FIGURES OF SPEECH	TC-1	R1	
4	4	TYPES OF SPEECHES	TC1	R1	
5	5	ERRORS DETECTION RULES	TC1	R3	
6	6	SUBJECT -VERB AGREEMENT (INTRODUCTION , IMPORTANCE	TC1	R3	
7	7	RULES ,EXERCISES	TC1	R3	
8	8	SENTENCE CORRECTION :TENSE-VERB USAGE	TC1	R1	
9	9	CLASS TEST -1	TC-1	R3	
10	10	TECHNICAL WRITING AND REPORT-- INTRODUCTION OF SPSE STRUCTURE	TC-1	R2	
11	11	IMRD STRUCTURE	TC-1	R1	
12	12	REPORT WRITING ,IMPORTANCE	TC1	R1	
13	13	TYPES OF REPORTS	TC1	R2	
14	14	STRUCTURES OF REPORT	TC1	R3	
15	15	MEMOS,DRAFTING	TC1	R2	
16	16	AGENDA,DRAFTING	TC1	R3	
17	17	MEMO,DRAFTING	TC-1	R3	
18	18	BUSINESS LETTERS -QUOTATIONS, PLACING ORDERS (SAMPLE-LETTER)	TC-1	R3	
19	19	NOMINALIZATION,IMPORTANCE & ELEMENTS	TC-1	R1	
20	20	HEDGING,,IMPORTANCE	TC1	R3	
21	21	REVISION WORK & DOUBT SESSION	TC1	R1	
22	22	ESSAY WRITING, TYPES	TC1	R1	
23	23	ARGUMENTATIVE ,NARRATIVE,DESCRIPTIVE ESSAYS	TC1	R2	
24	24	STRUCTURE OF AN ESSAY READING, WRITING AND COMPREHENSION	TC1	R2	
25	25	DRAFTING OF CASE STUDY	TC-1	R3	
26	26	IMPORTANCE OF SYNOPSIS IN CORPORATE	TC-1	R1	
27	27	CONTRAST	TC-1	R3	
28	28	COMPARISON	TC1	R3	
29	29	DEFINITION	TC1	R3	

30	30	CASE STUDY	TC1	R1	
31	31	DRAFTING OF CASE STUDY	TC1	R3	
32	32	CLASS TEST -2	TC1	R2	
33	33	CONSTRAST(DRAFTING)	TC-1	R3	
34	34	HEDGING	TC-1	R1	
35	35	NOMINALIZATION (DRAFTING)	TC-1	R3	
36	36	PROPOSAL	TC1	R1	
37	37	DRAFTING OF PROPOSALS	TC1	R2	
38	38	IMPORTANCE OF PROPOSALS IN ACADEMIC WRITING	TC1	R3	
39	39	REVISION (PYQ'S DISCUSSION)	TC1	R3	
40	40	DOUBT SESSION	TC1	R3	

Study Material / Books / Web-resources / Online Courses Links etc.

S. No.	Description
1	Butterfield, Jeff. Soft Skills for Everyone. New Delhi: Cengage Learning. 2010. 2. Chauhan, G.S. and Sangeeta Sharma. Soft Skills. New Delhi: Wiley. 2016. 3. Goleman, Daniel. Working with Emotional Intelligence. London: Banton Books. 1998.
2	Chauhan, G.S. and Sangeeta Sharma. Soft Skills. New Delhi: Wiley. 2016
3	Goleman, Daniel. Working with Emotional Intelligence. London: Banton Books. 1998