

Satyug Darshan Institute of Engineering and Technology

Lesson Plan / Teaching Plan / Lecture Plan with Progress: B.Tech (CSE and CE) – 3rd Semester: 2025-26

Course Name (Code): Effective Technical Communication (AEC-112-V)

Faculty Name- Sonia Walia

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	Self – assessment & Awareness	Board	R1, R2	
2	2	Public Speaking	Board	R1, R2	
3	3	Group Discussion	Board	R1, R2	
4	4	Interviews	Board	R1, R2	
5	5	Oral Presentations; Graphic Presentation & Presentation Aids	Board	R1, R2	
6	6	Personality Development	Board	R1, R2	
7	7	Business Ethics	Board	R1, R2	
8	8	Engineering Ethics	Board	R1, R2	
9	9	Etiquettes in Social and Office Settings	Board	R1, R2	
10	10	E-mail Etiquettes & Telephone Etiquettes	Board	R1, R2	
11	11	Role and Responsibility of an Engineer	Board	R1, R2	
12	12	Managing Time	Board	R1, R2	
13	13	Complex Problem Solving	Board	R1, R2	
14	14	Creativity	Board	R1, R2	
15	15	Rapid Reading and Work Culture in Jobs	Board	R1, R2	
16	16	Career Planning & Self Esteem	Board	R1, R2	
17	17	Personal Goal Setting	Board	R1, R2	
18	18	Personal Memory	Board	R1, R2	
19	19	Values and Belief	Board	R1, R2	
20	20	Perception and Attitudes	Board	R1, R2	
21	21	Writing Reports	Board	R1, R2	
22	22	Project Proposals	Board	R1, R2	
23	23	Manuals & Official Notes	Board	R1, R2	
24	24	Progress Reports and Event Reports	Board	R1, R2	
25	25	Brochures	Board	R1, R2	
26	26	Newsletters	Board	R1, R2	
27	27	Business Letters	Board	R1, R2	
28	28	Memos and Taking Notes	Board	R1, R2	
29	29	Minutes of Meeting	Board	R1, R2	
30	30	Technical Writing Process	Board	R1, R2	
31	31	Different Kinds of Technical Documents	Board	R1, R2	
32	32	Forms of Discourse	Board	R1, R2	

33	33	Technical Writing Style and Language	Board	R1, R2	
34	34	Editing Strategies to achieve appropriate Technical Style	Board	R1, R2	
35	35	Collaborative Writing	Board	R1, R2	
36	36	Writing Drafts and Revising	Board	R1, R2	
37	37	Creating Indexes and Technical Article	Board	R1, R2	
38	38	Introduction to Advanced Technical Communication	Board	R1, R2	
39	39	Managing Technical Communication Projects	Board	R1, R2	
40	40	Usability & Localization	Board	R1, R2	
41	41	Time Estimation; Single Sourcing & Human Factors or Ergonomics	Board	R1, R2	
42	42	Information Development Life Cycle	Board	R1, R2	
43	43	Factors Affecting Information and Document Design	Board	R1, R2	
44	44	Information Design & Writing for Print & for Online Media	Board	R1, R2	
45	45	Organization Structures	Board	R1, R2	
46	46	Strategies for Organization	Board	R1, R2	
47	47	Basics of Grammar & Study of Advanced Grammar	Board	R1, R2	
48	48	UNIVERSITY EXAMINATION PAPERS	Board		
49	49	UNIVERSITY EXAMINATION PAPERS	Board		
50	50	UNIVERSITY EXAMINATION PAPERS	Board		

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

S. No.	Description
1	David F. Beer and David McMurrey, Guide to writing as an Engineer, John Willey. New York, 2004
2	Effective Technical Communication, Dr. Anupama Jain and Dr. Bharti Kukreja