Bhoj Reddy Engineering College for Women: Hyderabad

Department of English

Lesson plan of faculty member for the academic year 2016–17

Class: I B Tech Branch-Section: I EEE Semester: I

Subject: Professional Communication in English Lectures per week: 4

Lecture Number	Topics to be covered	Date (s)
1	Introduction to English as a Global Language & as the medium of Communication	9 August 2016
2	Introduction to "Fluency in English"	10 August 2016
3	**Unit 1- Presidential Address-Dr.A.P.J.Abdul Kalam**	11, 16 August 2016
4	W – Writing sentences & Writing paragraphs,	17 August 2016
5	G – Parts of Speech	18 August 2016
6	G – Articles, G - Punctuation	20, 23 August 2016
7	V – Formation of words & Synonyms and Antonyms	24 August 2016
8	R-Reading for theme and gist & Exercises in Unit-1	26 August 2016
9	**Unit -2 –Satya Nadella's E-mail to his Employees on his First Day as CEO of Microsoft**	30, 31 August 2016
10	V – Homophones, Homographs and Homonyms	1 September 2016
11	W – Letter Writing Types of letters E-Mails	6, 7,8 September 2016
12	G – Different types of Verbs in English	9 September 2016
13	R – Techniques of Reading Reading Practice – The Road Not Taken	14,16 September 2016
14	Exercises in Unit - 2	20 September 2016
15	**Unit – 3 Technical Communication-Principles and Practice by Meenakshi Raman (Chapter 17) A Brief History of Words**	21, 22 September 2016
16	G - Tenses	23 September 2016
17	G – Voice and Degrees of Comparison	27 September 2016
18	R- Reading for details and Summarizing	28 September 2016
19	W- Cover Letters Resumes	29 September,18,19 October 2016
20	V – Confusables & Changing Words From One form to Another	20,21 October 2016
21	**Unit – 4 Good Manners by J.C.Hill**	25,26 October 2016
22	V - Idioms and One word Substitutes	27 October 2016
23	G – Sequences of Tenses- Concord	28 October 2016
24	R – "If' poem by Rudyard Kipling	1 November 2016
25	W – Information Transfer Different types of Charts	2, 3 November 2016
26	Exercises from Textbook	4 November2016
27	Exercises from Textbook	8 November 2016
28	Practice of Charts	9 November 2016
29	Revision	10 November 2016
30	**Unit - 5- "Father Dear Father" by Raj Kinger**	11,15 November 2016
31	G – Direct and Indirect Speech Question Tags	16,17 November 2016
32	W- Technical Reports- Characteristics, Categories and Formats	18,22,23 November 2016
33	R – SQ3R Reading Techniques	24, 25 November 2016

	Note Making	
34	V- Foreign Words – Words borrowed from other Languages	28,29 November 2016
35	Practice Exercises	30, November,1 December 2016
36	Revision	5, 6 December 2016

Text books:

1. "Fluency in English – A Course book for Engineering Students" by Board of Editors: Hyderabad: Orient BlackSwan Pvt. Ltd. 2016. Print.
2. Raman, Meenakshi and Sharma, Sangeeta. "Technical Communication- Principles and Practice". Third Edition. New Delhi: Oxford University Press. 2015. Print.

Name and signature of the faculty: Ms B.Padmaja

Name and signature of Head of the Department: Ms Sunitha K