

Govt. Polytechnic Hamirpur
Lesson Plan (Theory)


Branch: Civil Engg. Sem 6th
Subject : Technical Communication
Teacher: Anjna Kumari

Session: Jan-June 2026
Class Room

Proposed Lesson Plan:

Period:27/01/26to /05/26		Total Lectures Planned: 64			
S.No.	No. of Lectures	Chapter/Unit Description	Detail of content	Reference Resources	Remarks
1	1-12	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	R1,R2	
2	13-32	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	R1,R2	
3	33-45	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 Unit	R1,R2	
4	46-64	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	R1,R2	

Reference Books: 1. Technical Communication – Principles and Practices by Meenakshi Raman & Sangeeta Sharma, Oxford Univ. Press, 2007, New Delhi. 2. <https://www.skillsyouneed.com/quiz/343479>
3. <https://whatfix.com/blog/technical-writing-examples/>


Signature of Teacher


HOB