

ABV GDC Sunni, Shimla (H.P)
Teaching Learning Schedule of ENG AEEC/SEC-301 (2024-25)
Technical Writing

Date	Topics to be Covered	Teaching Method
25-07-24 To 11-08-24	UNIT-I Language Skills: Tenses, Voice, Narration and Punctuation	<ul style="list-style-type: none"> • Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests
13-08-24 To 26-08-24	UNIT-II Technical Writing: Definition and Preparation of Manual, Memorandum, Agenda, Minutes of a Meeting, and PowerPoint Presentation	<ul style="list-style-type: none"> • Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests

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<p>28-08-24 To 16-09-24</p>	<p>UNIT-III Writing Skills: Basic Research Methodology: Project Report: a) Format</p>	<ul style="list-style-type: none"> • Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests
<p>18-09-24 To 30-09-24</p>	<p>b) Organization c) Contents</p>	<ul style="list-style-type: none"> • Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests

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<p>3-10-24 To 14-10-24</p>	<p>UNIT-IV Data Analysis (a) (i) Qualitative Interpretation (ii) Quantitative Interpretation</p>	<ul style="list-style-type: none"> • Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests
<p>16-10-24 To 28-10-24</p>	<p>(b) Reading and Interpreting Data: (i) Bar Graphs (ii) Pie Charts</p>	<ul style="list-style-type: none"> • Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests

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<p>30-10-24 To 9-11-24</p>	<p>PowerPoint Presentation</p>	<ul style="list-style-type: none"> • Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests
<p>11-11-24 TO 14-11-24</p>	<p>Classroom Activity: Writing a Project Report</p>	<ul style="list-style-type: none"> • Lecture based instruction • Inquiry based learning • Flipped Classroom • Interactive simulations • Problem based learning • Blended learning • Discussion • Learner centric approach by creating an environment of free thinking • Explanation • Critical appreciations • Paper presentations • Frequent Quiz and tests

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15-11-24 Onwards	Revision for MMT	Class Test, Student Presentation, Problem Solving
15-12-24 To 31-12-24	MTT	Class Test, Student Presentation, Problem Solving
4-02-25 To 17-02-25	Revision: UNITS 1, 2, 3	Class Test, Student Presentation, Problem Solving
18-02-25 To 29-02-25	Revision: UNITS 4, 5	Class Test, Student Presentation, Problem Solving
March 2025	Tests, Exam Preparation, Presentation	