

AMBALA COLLEGE OF ENGINEERING AND APPLIED RESEARCH
DEPTT. OF BIOTECHNOLOGY ENGINEERING

LESSON PLAN

Name of Faculty: Ms. Navdeep Kaur

Discipline : B.Tech(Biotechnology Engineering)

Semester : 8th

Subject : Professional Practice & Communication Skills Lab (BT-406N)

Lesson Plan Duration: 15 Weeks(Feb 2021 – Jun 2021)

Work Load Per Week: L-0, T-0, P-2

Week	Practical
1	Importance of Effective Communication
2	Production of speech & characteristics of voice
3	Non Verbal Communication
4	Modes of delivery
5	Organization of speech
6	Presentation
7	Seminar & Employment Interviews
8	Meetings
9	Group Discussion
10	Professional Ethics
11	Notice,Agenda & Minutes
12	Technical Reports-Type,Structure & Style
13	Research Papers
14	Handbooks and Manuals
15	Editing and Proofreading

Ms. Navdeep Kaur
Assistant Professor, Management
Dept. of Applied Sciences & Humanities