**Weekly plan Spring 2020**

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| **WEEK** | **Topic** | **Description** |
| WEEK 1 | Importance and Kinds of Written & Oral | Technical Writing and Presentation Skills, Types of Communications, School vs work Writing |
| WEEK 2 | Presentation skills | Types of Oral communication, Modes of delivery, Delivery guidelines, Making a Formal Presentation |
| WEEK 3 | Essay Writing | Descriptive Essays |
| WEEK 4 | Essay Writing | Argumentative Essays |
| WEEK 5 | Essay Writing | Narrative Essays |
| WEEK 6 | Academic writing | How to write a proposal for research paper/term paper |
| WEEK 7 | Academic writing | How to write a research paper/term paper |
| WEEK 8 | Academic writing | How to write a research paper/term paper |
| WEEK 9 | Academic writing | How to write a research paper/term paper |
| WEEK 10 | Technical Report writing | Writing Short Reports |
| WEEK 11 | Technical Report writing | Writing Long Reports |
| WEEK 12 | Progress report writing | Writing Technical Proposals |
| WEEK 13 | Progress report writing | Writing Technical Proposals |
| WEEK 14 | Presentation skills | Technical Report Presentation |
| WEEK 15 | Presentation skills | Progress Report Presentation |