**GOVT. P.G. COLLEGE FOR WOMEN, SECTOR-14, PANCHKULA**

**LESSON-PLAN (Session 2025-26) ODD SEMESTER**

**Name of Teacher**: **Dr. Jyoti Sharma**

**Designation: Assistant Professor**

**Class: B.A 2nd Year (III Semester)**

**Subject/ Paper: Report Writing**

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| **S. No.** | **Month** | **Topics to be covered** | **Teaching Learning Strategy** | **Learning Outcomes of Students** | **Remarks** |
| **1.** | **July-August** | **Unit 1-** **Technical Report Writing**    **Planning & Structure of a Report** | **Explain basics with real-world examples.**  **Use templates and sample outlines.** | **Students understand purpose and features of reports.**  **Students plan and organize reports effectively.** |  |
| **2.** | **September** | **Unit 2 –** **Types of Reports: Formal & Informal**  **Writing & Revising Draft: The Editing Process** | **Compare cases of formal and informal reports.**  **Practice drafting and peer editing.** | **Students differentiate and apply correct report types.**  **Students improve writing through revision.** |  |
| **3.** | **October** | **Unit 3 –** **Writing Styles & Techniques.**    **Writing Effective & Academic Reports.**    **Formatting the Reports** | **Demonstrate styles with short writing tasks.**  **Assign academic report writing exercises**  **Show formatting rules with sample reports.** | **Students apply clarity and conciseness in writing.**  **Students produce structured, evidence-based reports.**  **Students format documents professionally** |  |
| **4.** | **November** | **Unit 4 –** **Use of Effective Language in Report Writing.**    **Presenting One’s Organization.**    **Writing an Executive Summary.** | **Highlight strong vs weak report sentences.**  **Encourage writing organizational background sections.**  **Practice summarizing lengthy reports concisely.** | **Students use precise, effective language.**  **Students represent organizations professionally.**  **Students create impactful executive summaries** |  |

* **Seminar/Presentation/Assignment/Quiz/Class Test /Mid-Term Exam will be taken as per schedule.**

**Signature of Teacher Principal**