

Lesson Plan – September to December (English

B23–SEC–311)

Assistant Professor: Mohit

Arya Class: B.A. II Year

(Semester–III) Session:

2025–26

Course Title: Report Writing

Course Code: B23–SEC–311

Detailed Week–Day–Wise Lesson Plan (September to December)

Week	Day	Teaching Aids	Learning Outcomes
Topic / Content			
Teaching			

Week 1	Mon	Lecture&Disc	Whiteboard,	Students
(Sept 1–7)	Introduction	u	PPT	understand
	to	ssion		the concept
	Rep			and
	ort			relevance of
	Writi			report
	ng –			writing.
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Week 1	Tue	Lecture&Inter	Handouts,	Students	
(Sept 1–7)	Features of a	a	Notes	identify	
	Good Report – Clarity, Brevity, Accuracy	ction		essential characteristics of reports.	
Week 1 (Sept 1–7)	Wed	Types of Reports – Formal and Informal	Illustration with Examples	Sample Reports	Students differentiate between formal and informal reports.
Week 1	Thu		Lecture	Students	
(Sept 1–7)	Technical		Textbook,		understand the structure of technical reports.
	Report – Nature and Purpose			PPT	
Week 2	(Sept 8–14)	Mon	Planning a	Rep	ort –

Audi ence	Lecture&Disc	Board,	Students
, Obje ctive	u	Notes	plan
, Data Coll ectio n	ssion		reports effectively based on audience and purpose.

Week 2	Tue	Structure of a Report – Title, Introduction, Body, Conclusion	Explanation	Textbook, Sample Layout	Students understand standard report structure.
(Sept 8–14)					
Week 2	Wed	Word Choice and Tone in Reports	Lecture&Examples	Handouts	Students develop formal and objective writing tone.
(Sept 8–14)					
Week 2	Thu	Drafting Coherent Main Ideas	Practice Session	Worksheet	Students organize ideas logically in a report.
(Sept 8–14)					
Week 3	Mon	Revision and Editing Process	Lecture&Activity	Textbook, Notes	Students understand importance of revising and editing.
(Sept 15–21)					
Week 3	Tue	Common Errors	Discussion	Board,	Students identify

(Sept 15–21)		in Report Writing		Handouts	and correct writing errors.
Week 3 (Sept 15–21)	Wed	Practice – Editing a Sample Report	Group Activity	Printed Sample	Students apply editing techniques on sample text.
Week 3 (Sept 15–21)	Thu	Peer Review of Reports	Collaborative Activity	Reports	Students improve through peer feedback.
Week 4 (Sept 22–30)	Mon	Writing Styles and Techniques	Lecture	PPT, Notes	Students learn stylistic techniques in report writing.
Week 4 (Sept 22–30)	Tue	Effective Report Writing – Practice	Workshop	Board, Samples	Students practice writing complete short reports.
Week 4 (Sept 22–30)	Wed	Class Discussion – Real-life Reports	Discussion	Reference Reports	Students link theory with practice.

Week 4	Thu	Assignment:	Assignment	Handout	Students
(Sept 22–30)		Write a Short Formal Report	Work		demonstrate learned skills in written form.
Week 5	Mon	Formatting Reports – Title	Lecture&De mo nstration	Sampl e Repor ts	Students learn to format title pages
(Oct 1–7)		Page and Headings			and headings.
Week 5	Tue	Headers, Footers, Page	Demonstratio n	MS Word, Project or	Students format reports digitally
(Oct 1–7)		Numbers			using Word tools.
Week 5	Wed	Using Tables and Graphics in	Practic al Sessio n	Computer, Projector	Students insert and label tables and
(Oct 1–7)		Reports			figures.
Week 5	Thu	Practice: Formatting a	Hands-on Practice	Computers	Students apply formatting
(Oct 1–7)		Sample Report			principles in practice.
Week 6	Mon	Visual Aids – Purpose and	Lecture	Charts, PPT	Students understand

(Oct 8–					
14)		Types			effective use of visuals.
Week 6 Tue	Designing	Demonstratio	Computer	Students create	
(Oct 8–	Tables and	n	Tools	visual data	
14)	Graphs for			representation.	
	Reports				
Week 6 Wed	Presentation	Lecture&Disc	Audio-Visu	Students	
(Oct 8–	Skills – Basics	ussion	al Aids	understand	
14)				fundamentals of presenting reports.	
Week 6 Thu	Practice –	Activity	Microphon	Students	
(Oct 8–	Oral		e,	demonstrate	
14)	Presentation		Projector	oral presentation skills.	
	of				
	a Report				
Week 7 Mon	Effective	Lecture	Textbook	Students use	
(Oct	Language in			precise and formal language.	
15–21)	Report				

Writing

Week 7 (Oct 15–21)	Tue	Avoiding Ambiguity and Jargon	Explanation	Examples, Board	Students write clearly and concisely.
Week 7 (Oct 15–21)	Wed	Writing Executive Summary – Definition and Structure	Lecture	Sample Reports	Students summarize reports effectively.
Week 7 (Oct 15–21)	Thu	Practice: Drafting Executive Summaries	Workshop	Worksheet	Students develop concise summary writing skills.
Week 8 (Oct 22–31)	Mon	Presenting One's Organization in Reports	Lecture	Charts, PPT	Students learn organizational description techniques.
Week 8 (Oct	Tue	Report Layout – Margins,	Demonstration	Computer, Sample	Students apply correct formatting

22–31)		Spacing, Fonts			layout.
Week 8 (Oct 22–31)	Wed	Proofreading and Finalizing	Practice Session	Printed Samples	Students finalize reports for submission.
Week 8 (Oct 22–31)	Thu	Mid-Semester Assessment	Test	Question Paper	Students evaluate learning from first two units.
Week 9 (Nov 1–7)	Mon	Writing Practice – Informal	Workshop	Samples	Students write informal workplace reports.
Week 9 (Nov 1–7)	Tue	Writing Practice – Formal Reports	Workshop	Handouts	Students write structured formal reports.
Week 9 (Nov 1–7)	Wed	Editing and Reviewing Peer Work	Group Work	Reports	Students improve reports through peer review.
Week 9 (Nov 1–7)	Thu	Assignment Submission	Feedback Session	Reports	Students receive detailed

1–7) and Feedback improvement

feedback.

Week Mon Lecture&Demo Students prepare

10 (Nov 8–14) PowerPoint PPT, effective visual presentations.

Presentation Techniques Projector

Week Tue Practical Computer, Students

10 (Nov 8–14) Using Data Session Graphs integrate

Charts in Presentations
visuals into oral presentations .

Week 10 (Nov 8–14) Wed Non-verbal Communication in Presentations Lecture&Practice Video Clips

Students use

confident body language

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Week		Thu	Mock	Activity	Projector
10 (Nov 8–14)			Presentation – Individual Reports	deliver	Students

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Week		Mon	Feedback on	Discussion	Notes
11 (Nov 15–21)			Presentations	reflect on	Students

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performance.

Week	Tue	Summary	Workshop	
11 (Nov		Writing	Worksheet	Students
15–21)		Practice	improve	

executives summary writing.

Week	15–21)	Wed	Review of
11 (Nov			Units

II-IV

Lecture

Notes

Students

Week

Thu

Quiz on

Quiz

Students test

11 (Nov
15–21)

Report

Question

theoretical
understanding.

Formatt ng and Styles

Sheets

Week	Mon	Assignment	Guidelines
12 (Nov 22–30)	Assignment:	Work	Students prepare
	Prepare Full-Length Report		comprehensive reports.

Week	Tue	Editing	Workshop	Students apply
12 (Nov 22–30)	and	Review of Full-Length	Sample Reports	editing strategies.

Reports

Week 12 (Nov 22–30)

Wed

Formatting Review and Correction

Demonstration

Computer

Students

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Week 12 (Nov
22–30)

Thu

Evaluation of

Reports

Assessment

Rubric

	Sheet	Students receive performance-based evaluation.			
Week	Mon	Final	Lecture&Recap	Notes	
13 (Dec 1–7)	Review of All Units		p	Students review all key concepts.	
Week	Tue	Internal	Test	Students are	
13 (Dec 1–7)		Assessment (Practical)	Question	Papers	assessed on writing and format skills.
Week 13 (Dec 1–7)	Wed	Oral Presentation (Internal)		Activity	Projector
				Students present	

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Week

Thu

Feedback

Discussion

Board

13 (Dec

Session

Students

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Week

Mon

Doubt

Interactive

Notes

14 (Dec

Clearing

Session

Students clarify

8-14)

and Revision

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Week	Tue	Discussion –	Lecture	Textbook
14 (Dec		Effective		Students
8–14)		Communication in Reports	integrate	

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Week	Wed	Sample Report	Workshop	Samples
14 (Dec		Evaluation		Students
8–14)			compare	

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Week	Thu	Guided	Question	Students
14 (Dec	Preparation	Revision	Bank	prepare
8–14)	for			for exam.

End
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Week 15 (Dec 15–21)	Mon	Final Mock Test	Assessment	Question Paper	Students practice exam-style questions.
Week 15 (Dec 15–21)	Tue	Correction and Review	Discussion	Answer Keys	Students correct their errors.
Week 15 (Dec 15–21)	Wed	Viva Practice	Oral Session	Notes	Students prepare for oral exam questions.
Week 15 (Dec 15–21)	Thu	Motivational Talk and Closing	Lecture	Board	Students motivated for professional writing.
Week 16 (Dec 22–31)	Mon	Final Internal Evaluation	Assessment	Reports	Students complete internal evaluation.
Week	Tue	Feedback and	Interactive	Board	Students receive

16	Result	Session	improvement
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(Dec

22–31)	Discussion	feedback.
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Week 16 (Dec 22–31)	Wed	Recapitulation of Learning Outcomes	Lecture	Notes	Students summarize course learnings.
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Week 16 (Dec 22–31)	Thu	Course Conclusion	Closing Session	Handouts	Students complete the course successfully.
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