

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	Topic / Content	Teaching Aids	Learning Outcomes
		Teaching		

Week 1	Mon	Lecture&Disc	Whiteboard,	Students
(Sept 1-7)	Introduction to Report Writing – Definition and Importance	u ssion	PPT	understand the concept and relevance of report writing.

Week 1	Tue	Lecture&Inter	Handouts, Notes	Students
(Sept 1–7)	Features of a Report – Good Clarity, Brevity, Accuracy			identify essential characteristics of reports.
Week 1 (Sept 1–7)	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 Report – Nature and Purpose	Textbook, PP	T	understand the structure of technical reports.
Week 2	(Sept 8–14)	Mon	Planning a	Report –

Audi ence	Lecture&Disc ussion	Board, Notes	Students plan
Objec tive			reports effectively
Data Coll ectio n			based on audience and purpose.

Week 2	Tue (Sept 8–14)	Structure of a Report – Title, Introduction, Body, Conclusion	Explanation	Textbook, Sample Layout	Students understand standard report structure.
Week 2	Wed (Sept 8–14)	Word Choice and Tone in Reports	Lecture&Exam ples	Handouts	Students develop formal and objective writing tone.
Week 2	Thu (Sept 8–14)	Drafting Coherent Ideas	Practice Session	Worksheet	Students organize ideas logically in a report.
Week 3	Mon (Sept 15–21)	Revision and Editing Process	Lecture&Activity	Textbook, Notes	Students understand importance of revising and editing.
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)	Practice – Group Activity Editing a Sample Report	Printed Sample Students apply editing techniques on sample text.
Week 3 (Sept 15–21)	Peer Review of Reports Activity	Collaborative Reports Students improve through peer feedback.
Week 4 (Sept 22–30)	Writing Styles and Techniques	Lecture PPT, Notes Students learn stylistic techniques in report writing.
Week 4 (Sept 22–30)	Effective Report Writing – Practice	Workshop Board, Samples Students practice writing complete short reports.
Week 4 (Sept 22–30)	Class Discussion – Real-life Reports	Discussion Reference Reports Students link theory with practice.

Week	Date	Assignment:	Assignment	Handout	Students
Week 4	Thu (Sept 22–30)	Assignment: Write a Short Formal Report	Assignment: Work		demonstrate learned skills in written form.
Week 5	Mon (Oct 1–7)	Formatting Reports – Title	Lecture&Demo nstration	Sample Reports	Students learn to format title pages and headings.
Week 5	Tue (Oct 1–7)	Headers, Footers, Page Numbers	Demonstration	MS Word, Project or	Students format reports digitally using Word tools.
Week 5	Wed (Oct 1–7)	Using Tables and Graphics in Reports	Practical Session	Computer, Projector	Students insert and label tables and figures.
Week 5	Thu (Oct 1–7)	Practice: Formatting a Sample Report	Hands-on Practice	Computers	Students apply formatting 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 (Oct 8– 14)	Designing Tables and Graphs for Reports	Demonstratio n	Computer Tools	Students create visual data representation.
Week 6 Wed (Oct 8– 14)	Presentation Skills – Basics	Lecture&Disc u ssion	Audio-Visu al Aids	Students understand fundamentals of presenting reports.
Week 6 Thu (Oct 8– 14)	Practice – Oral Presentation of a Report	Activity	Microphon e, Projector	Students demonstrate oral presentation skills.
Week 7 Mon (Oct 15–21)	Effective Language in Report	Lecture	Textbook	Students use precise and formal language.

Writing

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

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

1–7)	and Feedback	improvement
		feedback.
Week	Mon	Lecture&Demo
10 (Nov 8–14)	PowerPoint Presentation Techniques	PPT, Pr oje cto r
Week	Tue	Practical
10 (Nov 8–14)	Using Data Char ts in Pres entat ions	Computer, Graphs
Week 10 (Nov 8–14)	Wed	Lecture&Practi ce
	Non-ver bal Commun ication in Present ations	Video Clips Students use c o n fi d e n t b o d y l a

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

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

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

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

II–IV

Lecture

Notes

Students

Week	Thu	Quiz on	Quiz	Students test
11 (Nov 15–21)	Report	Formatting and Styles	Question	theoretical understanding.

Week	Mon	Assignment	Guidelines
12 (Nov 22–30)	Assignment: Prepar e Full-Le ngth Report	Work	Students prepare c o m p r e h e n s i v e r e p o r t s .
Week	Tue	Editing	Workshop
12 (Nov 22–30)	and	Review of Full-Le ngth	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

Evaluati
on of

Reports

Assessment
Rubric

Sheet
Students receive performance-based evaluation.

Week	Mon	Final	Lecture&Recap	Notes
13 (Dec 1–7)	Review of All Units			Students review all key concepts.

Week	Tue	Internal	Test	Students are
13 (Dec 1–7)		Assessment (Practical)	Question Paper	assessed on writing and format skills.

Week 13 (Dec 1–7)	Wed	Oral Presentation (Internal)	Activity	Projector
			Students present	t h e i r

strengths and weaknesses.

Week	Thu	Feedback	Discussion	Board
13 (Dec 1–7)		Session		Students analyze

strengths and weaknesses.

Week	Mon	Doubt	Interactive	Notes
14 (Dec 8–14)	Clearing and Revision		Session	Students clarify final doubts.

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

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

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

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

16	Result	Session	improvement
(Dec 22–31)	Discussion		feedback.
Week 16 (Dec 22–31)	Wed Recapitulatio n of Learning Outcomes	Lecture Notes	Students summarize course learnings.
Week 16 (Dec 22–31)	Thu Course Conclusion	Closin g Sessio n	Handouts Students complete the course successfully.