

Lesson Plan

M.K. Govt. College, Sihma

Teacher: Prof. (Dr.) Sunil Kumar

Session: August – November 2025

Programme: UG – B.A. Semester III

Course Type: Skill Enhancement Course (SEC)

Nomenclature: Report Writing

Course Code: 24L5.0-SEC-ENG-302

Credits: 3 (Theory 2, Tutorial 1)

Total Marks: 75 (End Term Exam 50, Internal Assessment 25)

Workload: 3 Hours per week (2 Theory, 1 Tutorial)

| Month | Week | Topics to be Covered |
|----------------|--------|--|
| August 2025 | Week 1 | Introduction to Report Writing: Definition, Purpose and Significance |
| | Week 2 | Essential and Optional Elements of a Report |
| | Week 3 | Elements of a Report: Narrative, Context, Audience |
| | Week 4 | Elements of a Report: Content & Evidence, Style, Form, Structure |
| September 2025 | Week 1 | Types of Report: Formal and Informal |
| | Week 2 | Formatting Reports: Title Page, Headers and Footers |
| | Week 3 | Using Tables, Graphics, Visual Aids |
| | Week 4 | Presentation Skills in Report Writing |
| October 2025 | Week 1 | Investigative Report, Progressive Report |
| | Week 2 | Scientific Report, Academic Report |
| | Week 3 | Legal Report, News Report/Article |
| | Week 4 | Summary Writing and Memo Writing |
| November 2025 | Week 1 | Revision of Report Writing Concepts |
| | Week 2 | Practice Sessions: Drafting Different Reports |
| | Week 3 | Tutorial Discussions and Group Activities |
| | Week 4 | Final Review, Mock Tests, Presentations |