

**Module Title: Communication and Academic Development****Module Code: B1179****Level: BAIHTM / BAICA – 1<sup>st</sup> Semester...Lesson Plan**

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| <b>S. No.</b> | <b>Units</b>                       | <b>Topics / Activities</b>  |
|---------------|------------------------------------|---|
| 1             | Introduction to Academic Writing   | <ul style="list-style-type: none"><li>• Meaning of Academic Writing</li><li>• Formal Language and Structure</li><li>• Evidence-Based Writing</li></ul>                              |
| 2             | Understanding Plagiarism           | <ul style="list-style-type: none"><li>• Meaning of Plagiarism</li><li>• Types of Plagiarism</li><li>• Academic Consequences</li></ul>   |
| 3             | Paraphrasing Basics                | <ul style="list-style-type: none"><li>• Meaning of Paraphrasing</li><li>• Simple Paraphrasing Techniques</li><li>• Avoiding Plagiarism through Paraphrasing</li></ul>               |
| 4             | Report Writing Structure           | <ul style="list-style-type: none"><li>• Executive Summary</li><li>• Table of Contents</li><li>• Introduction</li><li>• Main Body</li><li>• Conclusion and Recommendations</li></ul> |
| 5             | Writing Report Sections            | <ul style="list-style-type: none"><li>• Writing Executive Summaries</li><li>• Writing Introductions</li><li>• Organizing Main Body with Headings</li></ul>                          |
| 6             | Conclusion and Recommendations     | <ul style="list-style-type: none"><li>• Writing Conclusions</li><li>• Writing Recommendations</li></ul>   |
| 7             | Introduction to Citations          | <ul style="list-style-type: none"><li>• Purpose of Citations</li><li>• In-text (Parenthetical) Citations</li></ul>  |
| 8             | Essay Writing Basics               | <ul style="list-style-type: none"><li>• Meaning and Structure of Essays</li><li>• Essay Introduction, Body and Conclusion</li></ul>   |
| 9             | Report vs. Essay Writing           | <ul style="list-style-type: none"><li>• Differences Between Report and Essay</li><li>• Appropriate Tone and Style</li></ul>   |
| 10            | Paraphrasing for Essays            | <ul style="list-style-type: none"><li>• Paraphrasing in Essay Writing</li><li>• Avoiding Plagiarism in Essays</li></ul>   |
| 11            | Citations and Source Selection     | <ul style="list-style-type: none"><li>• Parenthetical Citations</li><li>• Narrative Citations</li><li>• Credible vs. Non-Credible Sources</li></ul>                                 |
| 12            | Referencing and Academic Integrity | <ul style="list-style-type: none"><li>• Reference List Writing</li><li>• Referencing for Reports and Essays</li><li>• Final Plagiarism Prevention Practices</li></ul>               |

