

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

S. No.	Units	Topics / Activities
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>

