

## LRC WORK PLAN FOR SPRING SEMESTER 2023

WEEKS	TOPICS /ACTIVITIES
WEEK 1(1st March -10th March)	Academic Dishonesty Basics of APA Citations Paraphrasing and Quotation
WEEK 2(13th March -24th March)	Writing in Grammar(Tenses, Preposition, Punctuation, Subject Verb Agreement)
Week 3(27th March-11th April)	Understanding your assignment Locating Sources Structuring the Paper Evaluating the information
Week 4(12th April-21st April)	Reading skills Note taking skills Writing Process
Week 5(1st May -5th May)	Academic Dishonesty Basics of APA Citations Paraphrasing and Quotation
Week 6(8th May-12th May)	Writing in Grammar(Tenses, Preposition, Punctuation, Subject Verb Agreement)
Week 7(15th May-19th May)	Understanding your assignment Locating Sources Structuring the Paper Evaluating the information
Week 8(22nd May-31st May)	Reading skills Note taking skills Writing Process
Week 9(1st June-9th June)	Presentation Skills How to Write a CV/Resume/ Cover Letter
Week 10(12th June-16th June)	Writing in Grammar(Tenses, Preposition, Punctuation, Subject Verb Agreement)
Week 11(19th June-20th June)	How to read questions

### Tutor Details :

Name : Ms. Sarita Poudel

Email : [saritapoudel@rtc.bt](mailto:saritapoudel@rtc.bt).

PHONE : 17970963

**22nd April-28th April=Mid semester exam**

**21st June-28th June=Semester end exam**