

II B.Tech - I Semester
(17EG381) ENGLISH FOR TECHNICAL COMMUNICATION

Int. Marks	Ext. Marks	Total Marks	L	T	P	C
60	40	100	-	-	1	1

Pre- Requisites: None

Course Objectives:

- To communicate effectively and appropriately in real-life situation.
- To use English effectively for study purpose across the curriculum.
- To develop and integrate the use of the four language skills i.e. Reading, Listening, Speaking, Writing.
- To revise and reinforce the structure already learnt.

Unit-I: Conversational Strategies

- a. Speech Process
- b. Conversation and Oral skills
- c. Strategies for good Conversation
- d. Body Language

Unit-II: Group Discussions

- a. Nature and Characteristics
- b. Subject Knowledge, Oral communication Skills, Leadership Skills, and Team Management
- c. Strategies: Starting, Contribution, Co operation, Participation, Handling Conflict etc.
- d. Group Interaction Strategies

Unit-III: Reading Comprehension

- a. The Reading Process
- b. Reading Strategies
- c. Comprehension of Technical Materials

Unit-IV: Study Skills

- a. Skimming and Scanning
- b. Note Making
- c. Summarizing and Paraphrasing

Unit-V: Writing Strategies

- a. Paragraph Writing
- b. Essay Writing and Picture composition
- c. Letter Writing: Business Letters, Sales Letters etc.
- d. Job Application Letters: Opening, Body and Closing
- e. Resume Design and Parts of a Resume
- f. E-mail Writing
- g. Business Memos

Unit-VI: Grammar

- a. Types of sentences according to tone and clause
- b. Degrees of comparison
- c. Identify errors in parts of speech.
- d. Articles
- e. Prepositions
- f. Subject - verb agreement

Course Outcomes:

CO1	Identify the main point of a text	
CO2	Interpret texts by relating them to other material on the same theme	
CO3	Speak intelligibly using appropriate word stress, sentence stress, and intonation patterns.	
CO4	Participate in spontaneous spoken discourse in familiar social situations.	
CO5	Express ideas in clear and grammatically correct English, using appropriate punctuation and cohesion devices.	
CO6	Plan, organize and present ideas coherently by introducing, developing and concluding a topic.	

Text Books:

1. Effective Technical Communication; M. Ashraf Rizvi; Tata McGraw-Hill , 2005
2. Soft Skills – key to success in workplace and life; Meenakshi Raman, Shalini Upadhyay; Cengage Learning India Pvt. Ltd.