

**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**

1. Speech Process
2. Conversation and Oral skills
3. Strategies for good Conversation
4. Body Language

**UNIT-II: Group Discussions**

1. Nature and Characteristics
2. Subject Knowledge, Oral communication Skills, Leadership Skills, and Team Management
3. Strategies: Starting, Contribution, Co-operation, Participation, Handling Conflict etc.
4. Group Interaction Strategies

**UNIT-III: Study Skills**

1. Skimming and Scanning
2. Note Making
3. Summarizing and Paraphrasing

**UNIT-IV: Reading Comprehension**

1. The Reading Process
2. Reading Strategies
3. Comprehension of Technical Materials

**UNIT-V: Writing Strategies**

1. Paragraph Writing
2. Essay Writing and Picture composition
3. Letter Writing: Business Letters, Sales Letters etc.
4. Job Application Letters: Opening, Body and Closing
5. Resume Design and Parts of a Resume
6. E-mail Writing
7. Business Memos

**UNIT-VI: Grammar**

1. Types of sentences according to tone and clause
2. Degrees of comparison
3. Identify errors in parts of speech.
4. Articles

5. Prepositions
6. Subject - verb agreement

### Course Outcomes:

After successful completion of the course, the students can be able to:

S. No	Course Outcome	BTL
1.	Interpret texts by relating them to other material on the same theme.	L2,3
2.	Able to speak intelligibly using stress and intonation patterns.	L2,3
3.	Participate effectively in real-life situation.	L3
4.	Express ideas in clear with punctuation and cohesion devices.	L2
5.	Organize and present ideas by developing a topic in groups.	L2,3
6.	Comprehend the concept by applying the learn and study skills.	L2,3

### Correlation of COs with POs & PSOs:

CO	PO 1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO1 1	PO12	PSO1	PSO2
CO 1	-	-	-	-	-	-	-	-	-	-	-	1	-	-
CO 2	-	-	-	-	-	-	-	-	-	1	-	-	-	-
CO 3	-	-	-	-	-	-	-	-	-	-	-	2	-	-
CO 4	-	-	-	-	-	-	-	-	-	2	-	-	-	-
CO 5	-	-	-	-	-	-	-	-	2	-	-	-	-	-
CO 6	-	-	-	-	-	-	-	-	-	1	-	-	-	-

### Text Books:

### Reference 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.