

ENGLISH FOR TECHNICAL COMMUNICATION

Course Objectives

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

Course Outcomes

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

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. Study Skills

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

Unit IV. Reading Comprehension

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

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

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.