

SHORT SYLLABUS

BENG101L Technical English Communication

2 Credits (2-0-0)

Introduction to Communication, grammar, written correspondence, business correspondence, professional writing, team building, leadership skills, analysing and interpreting texts

BENG101L	Technical English Communication	L	T	P	C
		2	0	0	2
Pre-requisite	NIL	Syllabus version			
		1.0			
Course Objectives:					
1. To develop LSRW skills for effective communication in professional situations					
2. To enhance knowledge of grammar and vocabulary for meaningful communication					
3. To understand information from diverse texts for effective technical communication					
Course Outcomes:					
1. Use grammar and vocabulary appropriately while writing and speaking					
2. Apply the concepts of communication skills in formal and informal situations					
3. Demonstrate effective reading and listening skills to synthesize and draw intelligent inferences					
4. Write clearly and significantly in academic and general contexts					
Module:1	Introduction to Communication	4 hours			
Nature and Process - Types of communication: Intra-personal, Interpersonal, Group-verbal and non-verbal communication / Cross-cultural Communication - Communication Barriers and Essentials of good communication - Principles of Effective Communications					
Module:2	Grammatical Aspects	4 hours			
Sentence Pattern - Modal Verbs - Concord (SVA) - Conditionals - Error detection					
Module:3	Written Correspondence	4 hours			
Job Application Letters - Resume Writing - Statement of Purpose					
Module:4	Business Correspondence	4 hours			
Business Letters: Calling for Quotation, Complaint & Sales Letter – Memo - Minutes of Meeting - Describing products and processes					
Module:5	Professional Writing	4 hours			
Paraphrasing & Summarizing - Executive Summary - Structure and Types of Proposal – Recommendations					
Module:6	Team Building & Leadership Skills	4 hours			
Principles of Leadership - Team Leadership Model - Negotiation Skills - Conflict Management					
Module:7	Research Writing	4 hours			
Interpreting and Analysing a research article - Approaches to Review Paper Writing - Structure of a research article - Referencing					
Module:8	Guest Lecture from Industry and R&D organizations	2 hours			
Contemporary Issues					
Total Lecture hours:					30 hours
Text Book(s)					
1.	Raman, Meenakshi & Sangeeta Sharma. (2015). <i>Technical Communication: Principles and Practice</i> , (3 rd Edition). India: Oxford University Press.				
Reference Books					
1.	Taylor, Shirley & Chandra .V. (2010). <i>Communication for Business A Practical Approach</i> 4 th Edition. India: Pearson Longman.				
2.	Kumar, Sanjay & Pushpalatha. (2018). <i>English Language and Communication Skills for Engineers</i> . India: Oxford University Press.				
3.	Koneru Aruna. (2020). <i>English Language Skills for Engineers</i> . India: McGraw Hill Education.				
4.	Rizvi, M. Ashraf. (2018). <i>Effective Technical Communication</i> 2 nd Edition. Chennai: McGraw Hill Education.				
5.	Mishra, Sunitha & Muralikrishna,C. (2014). <i>Communication Skills for Engineers</i> . India: Pearson Education.				

6.	Watkins, P. (2018). <i>Teaching and Developing Reading Skills: Cambridge Handbooks for Language teachers</i> . India: Cambridge University Press.		
Mode of Evaluation : CAT / Assignment / Quiz / FAT / Group Discussion			
Recommended by Board of Studies		28.06.2021	
Approved by Academic Council		No. 63	Date 23.09.2021