

<b>Course Title:</b>	<b>Advanced Technical Communication</b>	<b>LT</b>
<b>Course Code:</b> <b>ENG2005</b>		<b>2</b>
<b>Objectives:</b>		
<ul style="list-style-type: none"> <li>To communicate with people across the globe overcoming trans-cultural barriers.</li> <li>To further advance language skills of students from the point of course 'Communication: Basics' offered in first semester.</li> <li>To develop communicative competence among students.</li> <li>To introduce students the aspects of language for an effective usability at various communicative situations.</li> </ul>		
<b>Course Outcomes:</b>		
<p>students will be able to:</p> <p>CO1. Build the lexical knowledge which is essential for the communicative competence in order to acquire a second/foreign language.</p> <p>CO2. Comprehend the form, meaning and usage of the advanced grammatical skills.</p> <p>CO3. Sensitized to sociolinguistic contexts of language uses in wide variety of situations.</p> <p>CO4. Gain productivity in communication enabling them to develop persuasive, negotiation and collaborative skills.</p> <p>CO5. Operate confidently unanticipated professionally occurred situation.</p> <p>CO6. Comprehend the texts with right strategies and can acquire ability to make optimal use of received knowledge and can apply the new received knowledge as needed.</p> <p>CO7. Acquire ability to write in professional context with a range of audiences.</p>		
<b>CO</b>	<b>Topics</b>	<b>Session</b>
<b>CO 1</b>	<b>Vocabulary Building</b> Idioms and Phrases, Synonyms & Antonyms, one word substitution <b>Activity: Jigsaw Puzzles; Vocabulary Activities through Web tools</b> 100 words of one word substitute 100 common idioms and phrases 200 words synonyms 200 words antonyms 300 Corporate vocabulary	1
<b>CO 2</b>	<b>Grammar</b> Transitional expressions, Conjunctions and Subject Verb Agreement <b>Activity: Worksheets on connectors and subject verb agreement,</b> Exercises from the prescribed text.	1
<b>CO 3</b>	<b>Language and Politeness</b> Introducing Oneself, Words, tone and its impact on meaning, Social Cognition: Social factors: gender, culture, social perceptions and its impact on communication process; Body Language: Proxemics, Kinesics, Chronemics, Paralanguage, Occulesics <b>Activities: Self-Introductions, Extempore speech</b>	2
<b>CO 4</b>	<b>Academic Listening</b> Listening: Listening in academic contexts, Listening: Listening to audio files of short stories, News, TV Clips/ Documentaries, News debate Motivational Speeches in global English Accents <b>Activity: Listening to lectures, Academic Discussions, Debates, Review</b>	2

	Presentations, Research Talks, Project Review Meetings	
<b>CO 5</b>	<b>Speaking for Expression</b> Speaking: Rapport building; Public Speaking: techniques of controlling nervousness and sounding confident Impromptu: hint based development of story, Picture Prompt: commentary on chosen pictures. <b>Activity: Role plays; skit, Chinese Whisper.</b>	2.5
<b>CO 6</b>	<b>Comprehensive Reading</b> Reading: Anticipation and Prediction: Using reference to facilitate reading skills. Analytical reading: Drawing inferences and theme/topic identification. Comparing Text: types of texts and their academic functions. Read out aloud: Read for audience. Vocabulary and Word Analogy <b>Short Story Analysis: self-study</b> <b>“ The Kite Runner by Khalid Hosseini”</b> <b>Activity:</b> Reading and analysing the theme of the short story <b>Activities:</b> Cloze tests, Logical reasoning, Advanced grammar exercises	2.5
<b>CO 7</b>	<b>Technical writing</b> Writing: Technical Proposals, Drafting project proposals and article writing, Dynamics of drafting project proposals and research articles <b>Activity:</b> Writing a project proposal. Writing a research article, Writing a technical proposal	3
<b>Session</b>		<b>14</b>
<b>Text Books</b> <ol style="list-style-type: none"> <li>1. Professional English, Raman. Meenakshi, Sharma. Sangeeta Oxford university press, New Delhi (2019)</li> <li>2. Technical English: Vocabulary and Grammar, Nick Brieger &amp; Alison Pohl, Summertown Publishing Ltd; New Edition (2017)</li> <li>3. Effective Technical Communication, M Ashraf Rizvi, McGraw-Hill Education (2005)</li> <li>4. A Communicative Grammar of English, Geoffrey Leech and Jan Svartvik, Longman Publishers, 3<sup>rd</sup> edition (2003)</li> <li>5. Word Power Made Easy, Norman Lewis, Penguin India, 2015</li> <li>6. Professional English, Raman. Meenakshi, Sharma. Sangeeta Oxford university press, New Delhi, (2019)</li> </ol>		
<b>Reference Books</b> <ol style="list-style-type: none"> <li>1 Quick Resume &amp; Cover Letter Book: Write and Use an Effective Resume in Just One Day by Michael Farr (Author), JIST Editors (Author), Jist Works; 5th edition (2011)</li> <li>2 Asking the Right Questions, Global Edition [Print Replica] Kindle Edition by M. Neil Browne (Author), Stuart M. Keeley (Author) Pearson; 11th edition (2015)</li> <li>3 Getting Things Done: The Art of Stress-Free Productivity, David Allen, Penguin Books; Reprint edition (2002)</li> <li>4 The Official Guide to the GRE Revised General Test with CD-ROM, 2nd Edition, Educational Testing Services, McGraw Hill Education (India) Private Limited; 2nd edition (2012)</li> <li>5 How to Succeed at Interviews: Includes Over 200 Interview Questions, Rob Yeung, How to Books Ltd., 3rd Edition (2008)</li> <li>6 Presentation Zen: Simple Ideas on Presentation Design and Delivery, Garr Reynolds, New Riders(2007)</li> <li>7 The One Minute Manager, Kenneth H. Blanchard and Spencer Johnson, William Morrow (2003)</li> <li>8 The Importance of Vocabulary in Language Learning and How to be taught, Mofareh</li> </ol>		

	Alqahtani, International Journal of Teaching and Education, Vol. III, No.3/2015 (2015)
9	The Passionate Programmer: Creating a Remarkable Career in Software Development (Pragmatic Life), Chad Fowler, Pragmatic Bookshelf; 1 edition (2009)
10	The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change by Stephen R. Covey, Free Press (1989)
11	To what extent guessing the meaning from the context, is helpful in teaching vocabulary. ALI A. ALSAAW, (I2013), ARECLS, , Vol.10, 130-146.
12	How to Win Friends and Influence People, Dale Carnegie, Gallery Books (1936)
13	Crucial Conversations: Tools for Talking When Stakes are High by Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler, McGraw-Hill Contemporary(2001)
14	Peopleware: Productive Projects and Teams by Tom DeMarco, Timothy R. Lister, Dorset House Publishing Company, Incorporated (1999)
15	The Definitive Book of Body Language by Barbara Pease and Allan Pease, Bantam (2006)
16	Just Listen: Discover the Secret to Getting Through to Absolutely Anyone by Mark Goulston M.D. AMACOM; Reprint edition (2015)
17	Power Questions: Build Relationships, Win New Business, and Influence Others by Andrew Sobel and Jerold Panas; Wiley; 1 edition (2012) )
18	'Second Language Vocabulary Growth'. Webb, S.A. and Chang, A.C.S. RELC Journal, 43(1), pp. 113- 126. (2012)

#### Websites

- 1 <https://thebusinesscommunication.com/what-is-agenda-characteristics-of-agenda/>
- 2 <https://learnenglish.britishcouncil.org/english-grammar/sentence-structure>
- 3 <https://www.mindtools.com/>
- 4 <http://www.skillsyouneed.com/general/transferable-skills.html>
- 5 <http://www.forbes.com/sites/lisaquast/2014/04/07/office-etiquette-tips-to-overcome-bad-manners-at-work/>
- 6 [www.gyanjosh.com](http://www.gyanjosh.com)
- 7 [www.indiabix.com](http://www.indiabix.com)
- 8 [www.prep4paper.com](http://www.prep4paper.com)
- 9 [grammar.ccc.commnet.edu](http://grammar.ccc.commnet.edu)
- 10 [learn-english-today.com](http://learn-english-today.com)
- 11 [www.placementseason.com](http://www.placementseason.com)
- 12 [www.campusgate.co.in](http://www.campusgate.co.in)
- 13 [www.freshersworld.com](http://www.freshersworld.com)
- 14 <http://www.creativelive.com/>
- 15 <http://www.lumosity.com>
- 16 [www.tolearnenglish.com](http://www.tolearnenglish.com)
- 17 [www.testbook.com](http://www.testbook.com)
- 18 [www.testfunda.com](http://www.testfunda.com)
- 19 <https://mettl.com> (paid)
- 20 Udacity <http://www.udacity.com/>
- 21 edX <https://www.edx.org/>
- 22 Coursera <https://www.coursera.org/>
- 23 <http://class.stanford.edu/>
- 24 <http://venture-lab.stanford.edu/>
- 25 Iversity <https://iversity.org/>
- 26 Future Learn <https://www.futurelearn.com/>
- 27 Duolingo <http://duolingo.com>

28	Udemy (company) <a href="http://www.udemy.com/">http://www.udemy.com/</a>
29	Skillshare <a href="http://www.skillshare.com/">http://www.skillshare.com/</a>
30	Codecademy <a href="http://www.codecademy.com">http://www.codecademy.com</a>
31	Khan Academy <a href="http://www.khanacademy.org/">http://www.khanacademy.org/</a>
32	P2PU <a href="https://p2pu.org/">https://p2pu.org/</a>
33	TED <a href="http://ed.ted.com/">http://ed.ted.com/</a>
34	Open Yale Courses <a href="http://oyc.yale.edu/courses">http://oyc.yale.edu/courses</a>
35	MIT Open Courseware <a href="http://ocw.mit.edu/index.htm">http://ocw.mit.edu/index.htm</a>
36	<a href="http://nptel.iitm.ac.in/">http://nptel.iitm.ac.in/</a>
<b>Mode:</b> Assignments, Videos, Classroom Discussions, Activities, Case Studies	
<b>Assessment Method:</b> Classroom & Online (Moodle) Assessment in Various Activities, Using Rubrics; Viva for Final Examination	
<b>Recommendation by Board of studies on: 03.08.2021</b>	
<b>Approval by Academic Council on:</b>	
<b>Compiled by- Dr. Vinod Bhatt, Dr. Anita Yadav , Dr. Rajeev Saxena,Dr. Ravi Bhatt</b>	