

Centre for Career Services
Communication for Engineers
Unit- I
Lecture Sheet

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Topics: Importance, types, process Shannon weaver model, dimension upward downward; Features- 7Cs of writing and ABCs; Technical writing style- pre-writing Brainstorming, Structure, Organization, Outline, writing- Precision, Coherence, selection of words, developing effective sentences, Inductive Deductive; Exposition; Linear; Interrupted; Spatial, Chronological, post-writing; Paragraph writing- Types and Constituents, Essay Writing, Précis, Reading strategies- skimming, scanning, SQR3 method, churning, assimilation.

List of questions:

Communication:

1. Discuss the importance of communication?
2. Identify different types of communication with examples.
3. Explain the Shannon-Weaver model of communication process.
4. What are the dimensions of communication?
5. What is interpersonal communication? Describe small talk and rapport building.
6. What are the 7Cs of writing? Explain with appropriate examples.
7. What are the ABCs of technical writing?

Technical writing process and style:

8. What are the steps involved in pre-writing?
9. What are the different types of structures used in technical writing?
10. Explain the writing process with suitable examples.
11. How do you organize your writing effectively?
12. What is the importance of outlining in pre-writing stage?
13. Explain the writing stage. What are the steps of the research stage in technical writing?
14. What are the key elements of precision in writing?
15. What is coherence and how do you achieve it?
16. How do you select the right words for your audience?
17. How do you develop effective sentences?
18. What are the different types of expository writing?
19. Define dissertation, essay and thesis.

Paragraph writing:

20. Discuss various techniques of writing effective paragraphs.
21. Describe the significance of diction, syntax, tangibles, connectors for organising a paragraph.
22. What are the different types of paragraphs?

23. What are the constituents of a paragraph?
24. What are the steps involved in essay writing?
25. What is a précis and how do you write one?
26. What is the difference between linear and interrupted exposition?
27. What are the different types of spatial and chronological exposition?
28. What are the steps involved in post-writing?

Reading strategies:

29. Discuss the strategies of reading employed by a good reader.
30. Describe the qualities of a good reader.
31. Explain various strategies of reading in detail.
32. What is muscle reading technique?
33. What is a skimming technique?
34. What is scanning?
35. Elaborate the SQR3 method of reading. Give suitable examples.
36. What is churning and assimilation while reading?

Miscellaneous Questions:

37. What are the benefits of effective communication?
38. What are the challenges of communicating with different audiences?
39. How can you overcome these challenges?
40. What are the different types of communication channels and how do you choose the right one for your message?
41. What is the role of feedback in communication?
42. What are the different types of communication barriers and how can you avoid them?
43. What are the key elements of effective technical writing?
44. How do you write technical documents that are clear, concise, and easy to understand?
45. What are the different types of technical documents and how do you write each type effectively?
46. What are the challenges of writing for a technical audience?
47. How do you overcome these challenges?
48. What are the different types of paragraphs and how do you use them effectively in your writing?
49. What are the key elements of effective essay writing?
50. How do you write a précis that accurately summarises the main points of a text?
51. What are the different reading strategies and how do you choose the right one for your purpose?
52. How can you improve your reading comprehension?
53. How can you apply what you have learned from your reading to your own writing?