

HU105 English Communication and Technical Report Writing (2-0-0) Credits:2

Theory: 50

Sessional:25

Time: 1 1/2 hours

Part I: Grammar and Usage:

25 marks.

1. i.. Sentence structures, ii. Tenses, iii. Determiners, iv. Negatives,
v. Question patterns, vi. Narration, vii. Voice, viii. Phrases and Idioms,
ix. Conjunctions and Relatives, x. Commands, requests obligation etc,
xi. Adverbials, xii. Prepositions, xiii. Punctuations.
2. i. Composition and Comprehension.
ii. Letter writing/ Paragraph writing or precis.
3. Poetry: a). Shakespeare by Matthew Arnold
b). The Road not Taken - Robert Frost.
4. Prose:
a) The White Stocking - D.H. Lawrence
b) The Devoted Sons- Anita Desai

Books recommended:

1. Modern English Grammar and Usage- N. Krishnaswamy. (Macmillan)
2. A Remedial English Grammar for Foreign students- Wood (Macmillan).
3. A Practical English Grammar- Thomson & Martinet, O.U.P.,
4. Read to Understand - Donald Dallas, O U. P.
5. For Prose and Poetry- Selections from English Poems and stories; Bhaskar Publications

Part II. Technical Report Writing:

25 Marks

- (1). Principles of professional communication and /Technical Report writing:
classification of Technical reports; Structure and parts of technical Reports.
- (2). Mechanics of presentation of Technical Information, Forms, content and Language:
General Procedure of Technical Report writing, Planning, Collection and Drafting.

Sessionals: 25 marks:

1. Class test on Grammar and Usage.
2. Home Assignments on Technical Report writing.