

Technical Communication

Communication:-

Language is the mode of exchanging ideas, thought, notion and emotion of one person to the other, either in singular or to the masses. The same interaction or exchange of ideas become communication when it is scheduled or confined for a set of people belonging to a particular group, it becomes communication. In such way, it can be stated that, communication is the mode of interaction with the successful and complete appreciation of the notion from one end to the other.

As far as technical communication is concerned we can say that it is the more scheduled form of interaction occurs for a particular group of people belonging to the same category by having common goals and interest.

All in all, to initiate or breakout some sort of communication we require using language and the breakthrough of a language is alphabet. In English we get 26 alphabet which proceed for words and by joining one or more than one word we get a phrase and by adding a little bit to a phrase, we get a clause and finally by joining one or more than one clause we get a sentence; so a sentence can be define as follows:

‘A sentence is a sequential and grammatically correct arrangement of words with some meaningful outcome.’

We have five different kind of sentences-

- 1) **Assertive-** Affirmative & Negative;
- 2) **Interrogative-** a) Beginning with ‘Wh’ word;
b) Beginning with H.V. / Miscellaneous word;
- 3) **Exclamatory-** a) Wow! How beautiful the Taj.
b) What a shocking accident!
- 4) **Imperative-** a) Order (b) Command (c) Request;
- 5) **Optative-** Wish/Blessing / Curse;

Channels of communication:-

Communication has basically been segregated into two channels –

1) Verbal communication:-

It is the most used form of communication having been divided into ‘oral’ and ‘written’ communication. It is to be considered more authentic form of communication as it leaves proof for the readers and even the oral communication can easily be registered through recording.

2) Nonverbal communication:-

It is less authentic but more effective. It leaves a permanent impression of the subject over the audience. It is expressed through body language incorporating gestures, posture and eye-communication.

Technical communication:-

It is a more scheduled form of communication by having a specific dome and a set of tough process. The motive of both the speaker and the listener is unanimous. It remains both in verbal and non-verbal form; but, the verbal aspect is more in application which incorporates both written as well oral.

The objective of technical communication is to achieve some specific goals which have been design to improve the organizational structure. Technical communication most of the time remain task oriented as the flow of information in some official scenario proceeds round the way –

1) Downward communication:-

It is generally applicable from the senior most segment of an organization to the lower most segments by incorporating instructions and orders.

2) Upward communication:-

It proceeds from the junior level to senior level and such a communication imbibes request and promotional application.

Practical Approach of Technical Communication:-

In a professional segment, most of the times, communications are established in written form. The office orders, notices & memos etc. are flowed from one end to the other with some or the other official issue. Such a communication is all the way

remains jacketed into a set of nomenclature and is also been appreciated with the same notion.

Interview Skills:-

In today's scenario the complicity of job market is increasing day by day. Multiple hurdles have been exercised in the process of job grabbing by an aspirant. Interview is one of the most tedious platforms for an individual to crack, as in this process of one to one / panel interaction the knowledge, the psychology and the perceptive abilities along with the communicative skill are being judged. In this process of interview, most of the time, the maiden question forced by an interviewee remain the self-introduction.

Sample Self-Introduction:-

Good morning to the respective panel. I am thankful to you all for providing me the opportunity to explain myself / my personal and academic journey till date. My name is / I am (Name), a technical graduate of Civil Engineering stream by having a sound/sober academic background from Hindi/English medium private/govt. school. I do additionally have the incorporation of mural and co-curricular activities mostly by being group leaders. I have ever had a social indulgence by ensuring my participation in blood donation camps and social service areas. As far as my family is concerned, I am from a religious family background by being groomed with esthetic moral and humanitarian value. My father is (business) and my mother is a (business). We are brothers/sisters. The objective of my life is to serve the nation.

JOB APPLICATION:-

A job application is to be considered one of the most formal sorts of written communication and almost the maiden professional document written by an individual. It floats from a job aspirant to the prospective employer. The language and flow of a job application remains concise.

Question:-Write an application / respond to the opening of data structure engineering in L & T by mentioning the request to the Senior Manager (HR) Hyderabad, Andhra Pradesh.

**The HR Manager,
L&T India Pvt. Ltd.
Hyderabad (AP)**

28th January, 2020

Subject: - Application for the post of Data Structure Engineer-

Sir/Ma'am,

In reference to the subject cited above and as per the advertisement published in the TIMES OF INDIA dated 21st January, 2020 I am applying for the same by getting my candidature apt and suitable for the published vacancy. I am a young Technical Graduate by imbibing all required additional attributes. In lieu of the same, I do possess leadership abilities by having an exposure of leading student groups at school & college level at various occasions. As far as, the exposure of the job profile is concerned, I do possess the same by having attending one-month rigorous training under the super vision of Senior Engineers of UBA in one of their major project.

I hereby ensure you that if provided the opportunity to serve your esteem organization; I will not leave a single stone unturned owing to any of my act and will prove my mettle to the best of my abilities. Kindly get my detailed resume attached here.

With Best Regards,

Signature.....

(Full Name)

Basic Skills of Technical Communication:-

Technical communication, as already discussed, is the reflection of an individual's professional appreciation. The maximum, an individual remains aesthetic in his/her approach, the more stout remains the command over language and to appreciate the technocracy of language, the grasping of L.S.R.W. is a must. It reflects the pedestal sequence of language learning in a proper frame work. L.S.R.W. is an abbreviate term for listening, speaking, reading and writing. As the sequence of terminology justifies, the approach of writing or in other words the reproduction of the appreciated thoughts depend on the first three approaches. In such way it can easily

be exclaimed that Technical Communication is the reflection of an individual's linguistic approach.

Seven C's of Communication:-

As, it is predefined that communication requires equal input of both segments i.e. the speaker on one hand and the listener on the other. The speaker mostly remains an individual and the listener can either be an individual or a group. In such case, the set of norms are defined to achieve perfection in communication. These are as follows:

1) Content:-

When we set to communicate on any topic or point of discursion, the first and for most profound requirement remains for delivering a perfect communication is content. Unless a speaker is equipped with adequate content, the individual can never be claimed a perfect speaker.

2) Consideration:-

The speaker must have an acute understanding of the mental and psychological range of its audience. One has to match the tune and the difficulty level of expression with the audience to whom the speaker is supposed to interact.

3) Clarity:-

The core attribute of all discussion is the actual decoding of the encoded message on its notional aspects. The speaker should have the depth of understanding why using symbolical terminology.

4) Coherence:-

In communication maintaining an emotional equilibrium with the audience is a must for hitting the emotions and feeling of the individual. coherence actually is maintaining mutual understanding between the speaker and the listener.

5) Concise:-

The beauty of language rests in brevity. The motive of the speaker should always be defining the maximum in the least spoken words. It ensure the effectiveness in communication.

6) Complete:-

The communication must always be complete in nature without leaving any point of doubt at the back drop of the audience.

7) Courtesy:-

All source of communication are the resultant outcomes of listener's appreciation and the appreciation can only be attracted by the positive attitude of the speaker toward the audience. So in such way it can be conceived that perfection in communication falls by courtesy of the speaker.

A FORMAL LETTER:-

Question:- Write an application to the Principal of your collage for requested him to start job oriented addition classes.

**The Principal,
Global Institute of Technology,
Sitapura, Jaipur (Raj.)**

7th February, 2020

Subject: Request for arranging Job oriented preparation classes in campus-

Sir,

In preference to the subjected sighted above, I ----- ,a student of B-Tech 2nd year Civil Engineering branch requested you on behave of my entire class to plan of commencing job oriented preparation classes for getting us equipped with the updated information required by the companies & MN's . I also wise to apprise you that the same sort of educational informational is getting delivered in other parallel institute imparting technical education. I am very much sure that this class will surely improve the placement scenario of our organization.

This is your for kind consideration approval please.

**With Best Regard,
Signature
(Name of the Applicant)
(Roll No.)**

Scope/Importance and Outcomes of Technical Communication:

Technical communication is confined to the professional premises whether job or business. In all segments of professional life, at every now and then, we require the dire necessity of technical communication to achieve defined goals and objectives. In official premises, multiple sort of communication gets established to communicate versatile discourses. The office orders, notices, memos, technical reports, official correspondence and so on are jolted down through technical communication by applying a specific sort of language. So, as far as the scope of technical communication is concerned, **it is superbly washed and maximum used.** If we say that the growth of an organization depends perfectly over technical communication, it would not be the exaggeration to the discussion.

Outcomes of all required and settled deeds depend over technical communication. The maximum the officers of an organization would technically be stout in their day to day discourse, the maximum gain the organization would celebrate.

Aspects & Forms of Technical Communication:

Technical Communication has its multiple aspects and forms & all individual aspects are applicable to the pacification of different & distinct requirements. A few of them are as follows:-

1) Technical Writing:

Technical writing is the pre-requisite of the section of some new advancement, technology &/or manufacture by incorporating all its Ins and Outs. It provides the specific details to the expenses involved, the time slot needed and all other relevant amenities required for the accomplishment of the task undertaken.

2) Technical Proposal Writing:

It is, to some extent, is confined to the officers responsible for financial sanctioning of some project which incorporates all aspects of proposed one-time expenses and even the running expenses of the first few months of the initial stage.

3) Notices:-

A Notice is one of the maximum used documents in all sorts of organizations; whether public or the private sector. A Notice is written to inform to the masses regarding some common information which is

applicable to one & all irrespective of designation & seniority in some organization. A sample notice as an example is inscribed below:

GIT/2019-20/Admin./N/001

3rd July, 2019

NOTICE

All faculty & staff members are informed here with that the new session will be commenced from 3rd of July, 2019. The HOD's of respected department supposed to ensure in-time communication of classes to the student of dear respected department as per semester/year. The date of class commencement will remain same as per the previous notice circulated on 15th of June 2019.

(Authorize Signatory)

4) Office Order:

An office order is a little different from Notice. Its circulation limits to some specific part of the office, not for all in generalize form.

GIT/2019-20/Admin./Off. Ord. /001

13th of August, 2019

OFFICE ORDER

All faculty & staff members are informed herewith that the college will observe holiday on 18th of August, 2019 on account of/on the occasion of Krishna Janmashtami. The staff members associated in Admission Cell and Registrar Office will remain present in collage as per routine working day. A CCL will be assigned to all those in lieu of their working on Krishna Janmashtami.

(Authorize Signatory)

5) Show Cause Notice:

A show cause notice is to be considered the most unwelcoming retain communication flowed by either the Management or some Administrative Officers of some organization. This document target to some individual on account of some unjustified act incorporating indiscipline performed by him. It is generally treated as a prior information to the individual for quitting from the job. A sample is as below:

Mr. XYZ, (Project Manager)

It has been observed that the company has faced a great loss owing to the splatted project of XYZ Company and the grave charges of indifference and un-profound behavior have been witnessed against you. In the prima-face observation and after initial investigation, you seems to be guilty of intentional negligence. The company leaves two working days with you to justify your discretion. In case, the managing body gets your paints conceivable, you will be informed accordingly and the other way round, the management is free to exercise dis-plenary action. This is for your information only.

(Authorize Signatory)

6) Memorandum:

A memorandum or in short a memo is a short information stated to a particular group of people aiming to gain some short term goals or to float some particular information. A sample of the same is blow:

The participants of core project training are informed here with for getting assembled in the Board meeting room sharp at 2:00pm for sharing undergone training experiences with working lunch. Future strategies will also be discourse with the CMD there own. The bullet-head of discursion will be as follows-

- 1) Measure areas of training topics.
- 2) Acquaintance to the new techno lies during training session.

- 3) Gaps analyzed between our working and the amended technological upgradation.
 - 4) Patch-up policy and processor.
- (H.R. Manager)**

Importance of Reading Practices in Respect of Technical Text:

‘Reading is an art’, a well-established fact for all sort of discourses. We all know that for better appreciation the aqua rate knowledge of listening and reading is a must. It develops a constructive thought process and promotes creativity. Reading has also do have a biological support as it develops and enhances the voice modulation. A regular reader feels an ease in a certain the words and also is capable of expressing the views in a more refine manner. So, undoubtedly reading has its own value in promoting information zone of a leaner.

The complexity of technical text can easily be mitigated by having a profound background of constructive reading practices. The technical terms available in a technical text can also be decoded by such in individual who has the proficiency of esthetic reading practice.

Importance of Writing Practices in Respect of Technical Text:

As it has well-being appreciated that written communication is the out sourcing of all gained information through versatile informative channels. It is generally tolled a common phenomena that what we learn is the product of another man’s brain / the real gain is reproduction of the same in once own verdict. This appreciative ability pays throughout the life, in all over professional and personal junctures. In technical galleries we required to present the information either by penning-down or in typed form. These representations are all the way supported by the gains of listening, reading and speaking.

Note-Taking:

In all official premises, small and big organization and even in multinational note-taking is one of the most frequent practice done on day to day basis. All senior

officers dictate all sort of corresponding to their personal assistant and the role of the personal assistant is to fit that inscription in a proper linguistic frame work.

So, it is self-justified that note-taking is a very crucial and mandatory form of technical communication mostly required in all official premises.

Minutes of Meeting:

It is also a very prolific and mandatory exercise or written composition to be followed in all government and private organizations.

Each and every organization is bound to take some crucial decisions for survival and growth of the self and to meet-out such a requirement, senior level back to back meetings are a must and the decision taken in such meetings are also to be taken care-off. Minutes of meeting is a sort of document which provides a clear-cut picture regarding the decisions being taken in some particular year. Minutes of meeting are written twice, for once, on the very/same day some meeting of higher/senior level taken place and secondly just before the repetition of the same meeting by incorporating the action plan taken against same decision.

Tense

Types of Tense: - There are three types of tense-

- a. Present tense
- b. Past tense
- c. Future tense.

A. **Present Tense:** -

1. **Present Simple Tense:** - All such statements which consist of some repeated action, habit, general truth, universal fact and so on are expressed by present simple tense form. Even the newspaper head-line and plan future action are expressed by present simple tense.

Rule: - subject + Ist form of verb + object.

e.g.:- I write stories whenever get free.

Note:-

- (1) If the sentence begins with the subject IIIrd person singular number (he, she, it or some name) s/es is used in the Main Verb in all affirmative sentence.

e.g.:- My mother cooks food every day.

- (2) In case of negative and interrogative statement, the same s/es is remove from the Main Verb.

e.g.:- My mother dose not cook food every day.

- (3) In case of negative and interrogative statements, do/dose is used as Helping Verb. Do is used with all such statements that begin with Ist person, IInd person and IIIrd person plural (I, we, you and they).

- (4) All such statements which begin with IIIrd person singular and are in negative or interrogative frame work, 'dose' is used as Helping Verb. And when dose is used, the s/es used in the Main Verb of an affirmative statement is removed as the some s/es is applied in the Helping Verb.

e.g.:- a) She writes a letter to her father every weekend. (Affirmative Statement)

b) Dose she write a letter to her father every weekend. (Interrogative statement)

Example of present simple:-

- 1) **Universal Facts:** - The sun rises in the East and sets in the West.
- 2) **General Truth:** - Honesty is the best policy.
- 3) **Newspaper Headlines:** - Kohli century helps India win the match.
- 4) **Near Future Action:** - he leaves for Udaipur next Wednesday.

2. **Present Continuous/Progressive:** - All such activities which are of sort durational and are in progress at the time of their description, expressed through present continuous tense form.

Rule: - subject + H.V. (is, am, are) + Ist form of verb + ing +object.

e.g.: - I am teaching grammar to both Mechanical and Civil 2nd year at present.

Note: - The word which can also be called time indicator are used in this tense form at the end of each statement. Tense are right now, at present, at the moment and running present.

Uses: -

(1) This tense form is use to express both –

a) The activities of current present.

e.g.: - I am calling the HOD of mechanical engineering at present.

b) All such actions and activities which run a little longer in the running present are denoted through this tense form. The basic phenomena of these actions remain in the partial brats and discontinuity of the action in every now and then.

e.g.: - I am reading Shakespeare's 'King Lear' these days.

(The time fraction like these days, now a days, in the stretch of time etc. are loosed in such statements.)

(2) The activities of near future are also expressed through this tense form. There are two different ways of expressing the same -

a) **Casual Future Action:** -

e.g.: - I am leaving for Jodhpur next Friday and will retain there for the next few days and will be back to Jaipur after the accomplishment of the task I am up to if everything goes as per planning otherwise will be back before time.

b) **Planed Future:** - All such actions which are pre-scheduled and pre-define are expressed through present continuous form.

e.g.: - I am going to prepare for I.E.S. just after B.Tech.

3. **Present Prefect Tense:** - All such activities which are completed in the near past (of the day it self) are reflected/ represented through present perfect tense. The main feature of such activities is leaning their impact on the present. In other words, it can be set that the action is over but the subject is still affected

by the impact left by the action. The words like- just now, just a few hours back etc. are used in such statements.

Rule: - subject + has/have + IIIrd form of verb + object.

e.g.: - I have just completed my home assignment.

Note: - The reflective part of the statement qualifies the completion of the task that is (accomplishment of the assignment) and the hidden or the untold part of the statement is; nothing is left-behind for me to do-I am free.

4. **Present Perfect Continuous Tense:** - It is used to express all such activities which started somewhere in the past and are continuing till present. These long term activities are abided to the time cycle. We either use the point of time / accurate time period or the duration of time / uncertain time period.

Rule: - subject + has/have + been + Ist form of verb + ing + for/since + object.

e.g.: -

- a) I have been studying at G.I.T. since August 2018.
(Since- accurate time period or the point of time)
- b) I have been studying at G.I.T. for the last one and a half year.
(For- duration of time or uncertain time period)

B. **Past Tense:** -

1. **Past Simple Tense:** - It is use to express all such action which started and completed in the near past. Such are the activities which are of very short duration or may be momentary. The time fraction like yesterday, last week/ month/year are used in this tense form.

Rule: - subject + IInd form of verb +object.

e.g.: - I celebrated holi yesterday with my friends and family in pre-lunch hours.

Note: - When the same affirmative sentence of past simple form is converted into negative or interrogative, 'Did' is used as Helping Verb. And when did is used in the sentence as Helping Verb, the Main Verb is transformed from IInd form to the Ist form.

e.g.: -

- a) Did I celebrate holi yesterday with my friends and family in pre-lunch hours? (Interrogative Statement)
- b) I did not celebrate holi yesterday with my friends and family in pre-lunch hours. (Negative Statement)

2. **Past Progressive Tense:** - This tense form incorporates all such activities which were short durational and were running or under process somewhere in the past. In lieu of the same, it also express those actions which were longer in time stretch and were not necessarily under process while discussing about the same.

Rule: - subject + was/were + Ist form of verb + ing + object.

e.g.: -

- a) I was studying yesterday evening when the guest rang the doorbell.
- b) I was busy working on a project those days when my younger brother was confined to his bed owing fractured leg.

3. **Past Perfect Tense:** - It incorporates all such activities which started/originated somewhere in the past and closed before the occurrence some follow-up another activity in the past that also initiated and closed after words.

Rule: - subject + had + IIIrd form of verb + object.

e.g.: -

- a) I had been in Uttar Pradesh till 1991 before I shifted to Rajasthan.
- b) The train had already left the station before I reached.

4. **Past Perfect Continuous Tense:** - it is used to explain all such long term activities of the past which started, continued for a time while and finally closed in the past. The time duration is expressed through the prepositions for and since. For is used to express the duration of time whereas since is used to express the point of time or in other word the accurate time period.

Rule: - subject + had + been + Ist form of verb + ing + for/since + object.

e.g.: - I had been associated with Poornima college of engineering for seven and a half year before I switched over to G.I.T.

C. **Future Tense:** -

1. **Future Simple Tense:** - Future simple tense explains the assume planned actions of near future. We generally incorporate short term actions of carrying future in this tense form.

Rule: - subject + will/shall + Ist form of verb + object.

Note: - The use of Helping Verb's will/shall denotes the level of determination. The Helping Verb will is used to express a high level of determination whereas the application of 'shall' explains the casual approach.

e.g.: -

- a) I shall secure 80% in IVth semester.
- b) I will secure 80% in IVth semester.
- c) Do, I will secure 80% at IVth semester.

2. **Future Continuous Tense:** - All such statements which are likely to continue for the time being future are reflected through future continuous tense form. The statements expressed through this are short term activity reflectors.

Rule: - subject + will/shall + be + Ist form of verb + ing + object.

e.g.: - we will be discussing over the causes and effects of corona virus in the next class or in the next lecture.

3. **Future Perfect Tense:** - It is used with the statement which are supposed to be completed by or before some given time in future.

Rule: - subject + will/shall + have + IIIrd form of verb + object.

e.g.: -

- a) I will have completed B.Tech by June 2022.
- b) The effect of corona virus will have been over by the end of April.

4. **Future Perfect Continuous Tense:** - All such activities which are likely to be under process at a length of time in the near future are expressed through future perfect continuous tense. All such statements incorporate time fragment either expressing the duration or the point of time. 'Since' is applicable for expressing the point of time or in other words accurate time and the other way round 'For' is applicable to explain the duration of time.

Rule: - subject + will/shall + have + been + Ist form of verb + ing + for/since + object.

e.g.: -

- a) I will have been continuing M.Tech from IIT Mumbai since July 2022 onwards.
- b) I will have been undergoing Ph.D. in 2026.

- # **Conditional Statement:** - All such activities and actions which have some condition to be posed for getting the required result are considered the conditional statements. These are a must to be appreciated because most of the time, each and every individual in counters some or the other fix (complex situation); and to get through the some probable out soaring is a must. Conditional always remain in complex sentence and as per the nature are divided in three main types –

- 1) **Probable Condition:** - It allows the subject to get fulfilled the expected task and remains in present tense. The term 'probable' qualifies the possibility of action accomplishment.

Rule: - If + subject + Ist form of verb + object – subject + will/shall + Ist form of verb + object.

e.g.: - if you ask me for help, I will definitely cooperate you.

Note: - In general term the dependent clause remain in present simple and the independent clause remain in future simple. But, in case of universal truth or scientific fact, both sides remain in present simple form.

e.g.: - if we heat water at 100°C it boils/ evaporates.

2) **Improbable Condition:** -

- a) It is also the part of present form and the action or the out sourcing is fixed owing to the rigidity of some situational improbability. As per the grammatical law the sentence (if clause) falls with IInd form of verb (past simple) which gives a falls impression that the sentence is in past tense. But, this IInd form is applied to express the fixed improbability that has clutched the completion of the independent clause.

Rule: - If + subject + IInd form of verb + object – subject + would/should/could + Ist form of verb + object.

e.g.: - If the students proposed for holidays owing to corona virus, the Management would definitely ponder over the request.

- b) **Imaginary Condition:** - All such statements which are based upon imagination and have nothing to do with reality are called imaginary condition. The verb applied in such sentence since to violet the grammatical rules and it's because of theirs been imaginary.

Rule: - If + subject + were + object – subject + would/should/could + Ist form of verb + object.

e.g.: - If I were a person of courage, I would visit the Management for holidays.

3) **Unfulfilled Condition:** - These statements are the unfulfilled past which are already over and now there is no scope of any change in such statement or the actions which are over in the recent past.

Rule: - If + subject + had + IIIrd form of verb object – subject + would/should/could + have + IIIrd form of verb + object.

e.g.: - If you had accomplished your home assignment in time, you would have permitted for playing.