

<b>BENG101L</b>	<b>Technical English Communication</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>C</b>				
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<b>Pre-requisite</b>	NIL	<b>Syllabus version</b>							
		1.0							
<b>Course Objectives:</b>									
<ol style="list-style-type: none"> <li>1. To develop LSRW skills for effective communication in professional situations</li> <li>2. To enhance knowledge of grammar and vocabulary for meaningful communication</li> <li>3. To understand information from diverse texts for effective technical communication</li> </ol>									
<b>Course Outcomes:</b>									
<ol style="list-style-type: none"> <li>1. Use grammar and vocabulary appropriately while writing and speaking</li> <li>2. Apply the concepts of communication skills in formal and informal situations</li> <li>3. Demonstrate effective reading and listening skills to synthesize and draw intelligent inferences</li> <li>4. Write clearly and significantly in academic and general contexts</li> </ol>									
<b>Module:1</b>	<b>Introduction to Communication</b>	<b>4 hours</b>							
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									
<b>Module:2</b>	<b>Grammatical Aspects</b>	<b>4 hours</b>							
Sentence Pattern - Modal Verbs - Concord (SVA) - Conditionals - Error detection									
<b>Module:3</b>	<b>Written Correspondence</b>	<b>4 hours</b>							
Job Application Letters - Resume Writing - Statement of Purpose									
<b>Module:4</b>	<b>Business Correspondence</b>	<b>4 hours</b>							
Business Letters: Calling for Quotation, Complaint & Sales Letter – Memo - Minutes of Meeting - Describing products and processes									
<b>Module:5</b>	<b>Professional Writing</b>	<b>4 hours</b>							
Paraphrasing & Summarizing - Executive Summary - Structure and Types of Proposal – Recommendations									
<b>Module:6</b>	<b>Team Building &amp; Leadership Skills</b>	<b>4 hours</b>							
Principles of Leadership - Team Leadership Model - Negotiation Skills - Conflict Management									
<b>Module:7</b>	<b>Research Writing</b>	<b>4 hours</b>							
Interpreting and Analysing a research article - Approaches to Review Paper Writing - Structure of a research article - Referencing									
<b>Module:8</b>	<b>Guest Lecture from Industry and R&amp;D organizations</b>	<b>2 hours</b>							
Contemporary Issues									
<b>Total Lecture hours:</b> <b>30 hours</b>									
<b>Text Book(s)</b>									
1. Raman, Meenakshi & Sangeeta Sharma. (2015). <i>Technical Communication: Principles and Practice</i> , (3 <sup>rd</sup> Edition). India: Oxford University Press.									
<b>Reference Books</b>									
1. Taylor, Shirley & Chandra .V. (2010). <i>Communication for Business A Practical Approach</i> 4 <sup>th</sup> 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 <sup>nd</sup> 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.
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**Mode of Evaluation :** CAT / Assignment / Quiz / FAT / Group Discussion

Recommended by Board of Studies	28.06.2021
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Approved by Academic Council	No. 63	Date	23.09.2021
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