

Amrita School of Engineering, Chennai

Course Delivery Plan

Name of the Course / Code		TECHNICAL COMMUNICATION/19ENG111		Department		ENGLISH	
Credit		3		Semester / Year		B.Tech - I Year	
Name of the Faculty		Dr Vinata Sai Ms J S Kavitha		Pre-requisite			
Designation / Dept		Assistant Professor/English		Academic Year		2020-2021	
Course Overview							
Course Objective				Course Outcome		BTL	Weightage of BTL
1	To introduce the students to the fundamentals of mechanics of writing		CO 1	To gain knowledge about the mechanics of writing and the elements of formal correspondence		3	.16
2	To facilitate them with the style of documentation and specific formal written communication		CO 2	To understand and summarise technical documents		3	.17
3	To initiate in them the art of critical thinking and analysis		CO 3	To apply the basic elements of language in formal correspondence		3	.17
4	To help them develop techniques of scanning for specific information, comprehension, and organization of ideas		CO 4	To interpret and analyze information and to organize ideas in a logical and coherent manner		3	.24
5	To enhance their technical presentation skills		CO5	To compose project reports/ documents, revise them for language accuracy and make technical presentations		3	.26
			Course BT Level			3	

Course Syllabus

Unit 1

Mechanics of Writing: Grammar rules - articles, tenses, auxiliary verbs (primary & modal) prepositions, subject-verb agreement, pronoun-antecedent agreement, discourse markers and sentence-linkers

General Reading and Listening comprehension - rearrangement & organization of sentences

Unit 2

Different kinds of written documents: Definitions- descriptions- instructions-recommendations- user manuals - reports – proposals

Formal Correspondence: Writing formal Letters

Mechanics of Writing: impersonal passive & punctuation

Scientific Reading & Listening Comprehension

Unit 3

Technical paper writing: documentation style - document editing – proof reading - Organising and formatting

Mechanics of Writing: Modifiers, phrasal verbs, tone and style, graphical representation

Reading and listening comprehension of technical documents

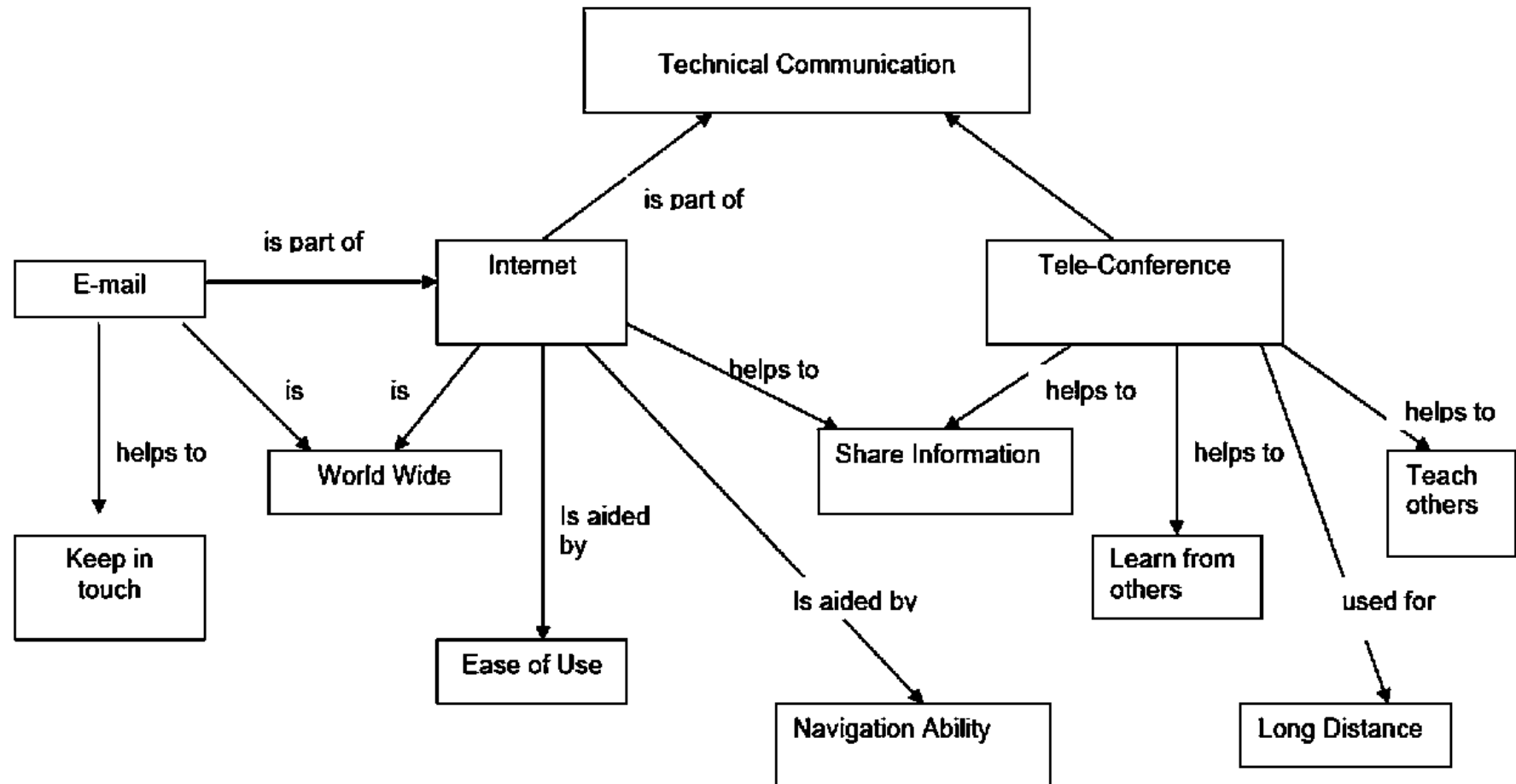
Mini Technical project (10 -12 pages)

Technical presentations

Textbooks / Reference

1. Hirsh, Herbert. L “Essential Communication Strategies for Scientists, Engineers and Technology Professionals”. II Edition. New York: IEEE press, 2002
2. Anderson, Paul. V. “Technical Communication: A Reader-Centred Approach”. V Edition. Harcourt Brace College Publication, 2003
3. Strunk, William Jr. and White. EB. “The Elements of Style” New York. Allyn & Bacon, 1999.
4. Riordan, G. Daniel and Pauley E. Steven. “Technical Report Writing Today” VIII Edition (Indian Adaptation). New Delhi: Biztantra, 2004.
5. Michael Swan. “Practical English Usage”, Oxford University Press, 2000

Concept Map



Evaluation and Grading

Internal			External	Total
Components	Weightage		Examination - 15 Marks (1 h 30 m) Viva - 15 Marks Weightage 30%	Internal + External = 100 %
Quiz - Grammar (5)	20	20 %		
Scientific Reading & Listening Comprehension - Test	10			
Editing a Technical passage - Test	10	50 %		
Proposal - Assignment	10			
Technical Presentation	20			

Programme Outcome (PO)

PO 1	
PO 2	
PO 3	
PO 4	
PO 5	
PO 6	
PO 7	
PO 8	
PO 9	

PO 10															
PO 11															
PO 12															
PSO 1															
PSO 2															
PSO 3															
CO – PO Affinity Map															
PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO 1	PSO2	PSO 3
CO															
CO 1										3					
CO 2				1						2					
CO 3										3					
CO 4				1						2					
CO 5									2	1					

3 – Strong, 2 Moderate, 1 -weak

Lecture Plan

Class	Topics to be covered	Mode of Teaching	In-Class Activities	Out- Class Student Activities (E – References)	CO Mapping	Reference
1	Introduction - LSRW	Microsoft Teams	Gathering Ideas, Discussion, Presentation https://youtu.be/shCcP2auxkk https://youtu.be/hC4V1HiQ7to	https://youtu.be/9SB4tfD0hxM https://youtu.be/RIzGQKxfYsI		2 & 5
2	Mechanics of Writing : Grammar Rules Articles	Microsoft Teams	Interactive whiteboard, Worksheet, Quiz https://www.ecenglish.com/learnenglish/lessons/how-use-articles	https://owl.purdue.edu/owl/general_writing/grammar/using_articles.html	CO1	5
3-5	Exercises on Articles , Introduction of Tenses		https://www.thoughtco.com/using-articles-esl-tips-and-quiz-4176496 https://quiz.tryinteract.com/#/5dc544bf8c3f5b0014b49bda https://quiz.tryinteract.com/#/5ebd4de0015d3200143957e3 https://quiz.tryinteract.com/#/5ebbee88cd88400014519d72 https://quiz.tryinteract.com/#/5ebbc4ccbde7d0014403856	Videos https://www.oxfordonlineenglish.com/english-verb-tenses https://learningenglish.voanews.com/a/introducing-english-verb-tenses/3628372.html https://youtu.be/U304CZiFgO0	CO1/CO2	2 & 5
6 - 7	Tenses	Microsoft Teams	Role play, Worksheet Error Detection http://www.canguroenglish.com/ https://7esl.com/verb-tenses/	https://webapps.towson.edu/ows/tenseconsistency.htm https://learningenglish.voanews.com/a/everyday-grammar-are-you-progressing-with-the-progressive--tenses/3131962.html https://learningenglish.voanews.com/a/introducing-english-verb-tenses/3628372.html www.engvid.com	CO1, CO2, & CO3	5&2

8-10	Auxiliary Verbs	Microsoft Teams	Worksheet https://www.youtube.com/watch?v=A2ncygNMaFo	https://www.learnenglish.britishcouncil.org	CO1& CO2	5
11-12	Prepositions	Microsoft Teams	Discussion, Interactive whiteboard https://www.youtube.com/watch?v=XzkbCWh8s4w You tube: Anglo-Link	https://www.englisch-hilfen.de	CO2	5&2
13-15	Prepositions	Microsoft Teams	Presentation Worksheets, Quiz https://www.youtube.com/watch?v=LfJPA8GwTdk	https://www.cambridge.org/elt/englishinmind/teacher_resources/grammar_worksheets.asp https://www.englishclub.com/vocabulary/nouns-uncountable-list-mn.htm	CO2	5
16-17	Subject - Verb Agreement	Microsoft Teams	Worksheets, Presentation,	https://www.learnenglish.britishcouncil.org	CO1 & CO2	5
18-20	Pronoun - Antecedent Agreement	Microsoft Teams	Role Play, Quiz http://youtube.com/watch?v=nqhg8xeVZUQ	https://www.cambridge.org/elt/englishinmind/teacher_resources/grammar_worksheets.asp	CO1 & CO2	3
21-22	Discourse Markers & Sentence Linkers	Microsoft Teams	Practice/Discussion https://www.myenglishteacher.eu/blog/list-of-sentence-connectors-in-english/		CO2	4 & 2
23-25	General Reading and Listening comprehension - rearrangement &	Microsoft Teams	Discussion & https://www.ielts.org/usa/ielts-for-test-takers/ielts-practice-test		CO2, CO4	1 & 2

	organization of sentences					
26-27	Kinds of Written Documents: Definition	Microsoft Teams	Discussion Worksheet	https://digitalcommons.kennesaw.edu/cgi/viewcontent.cgi?article=1014&context=opentc	CO2	3
28-30	Description	Microsoft Teams	Role play Pair Work	https://openoregon.pressbooks.pub/ctetechwriting/chapter/technical-descriptions/	CO2	4
31-32	Writing: Instructions & User Manuals	Microsoft Teams	Presentation Interactive Whiteboard		CO4 & CO5	3
33-35	Recommendations	Microsoft Teams	Discussion Interactive Whiteboard	https://www.depts.dyc.edu/owl/agreement_pa	CO4	4
36-37	Reports	Microsoft Teams	Presentation Role play https://students.unimelb.edu.au/academic-skills/explore-our-resources/report-writing/technical-report-writing	http://www.sussex.ac.uk/ei/internal/forstudents/engineeringdesign/studyguides/techreportwriting	CO4 & CO5	4 & 5
38-40	Proposals	Microsoft Teams	Brainstorming https://www.che.utah.edu/~geoff/writing/Proposal_Guidelines.pdf http://www.mit.edu/course/21/21.guide/pro-gen.htm#:~:text=In%20the%20introduction%20to%20a,this%20problem%20has%20been%20highlighted.&text=Focus%20your%20proposal%20by%20stating,them%2C%20underlying%20the%20motivating%20problem.	Assignment	CO4 & CO5	1, 2 & 5

41-43	Proposals	Microsoft Teams	Presentation Discussion	Assignment	CO4 & CO5	5
44-45	Formal Letters	Microsoft Teams	Discussion Presentation	Writing Practice	CO4	5
46-48	Impersonal Passive	Microsoft Teams	Worksheet Pair work https://webapps.towson.edu/ows/activepass.aspx	https://www.bbc.co.uk/learnenglishteens.britishcouncil.org/	CO3	1 & 5
49-50	Punctuation	Microsoft Teams	Worksheets Quiz https://www.thepunctuationguide.com/period.html	https://www.ef.com/wwen/english-resources/english-grammar/punctuation/	CO2& CO3	5
51-53	Scientific Reading & Listening Comprehension	Microsoft Teams	Listening & Reading Scientific Texts Ted Talks Test	https://www.learnenglish.britishcouncil.org	CO4	1 & 2
54-55	Modifiers	Microsoft Teams	Roleplay Worksheet https://www.youtube.com/watch?v=y088_oOZwCo	https://webapps.towson.edu/ows/dangmod.htm#Dangling%20Modifier%20Errors https://www.grammar-monster.com/glossary/modifiers_modify.htm	CO1	1 & 5
56-58	Phrasal Verbs	Microsoft Teams	Alphabet Game Worksheet http://youtube.com/watch?v=8-ktHXX0BkI Quiz	https://www.inlingua-edinburgh.co.uk/200-common-phrasal-verbs-with-meanings-and-example-sentences/	CO2, CO3	5

59-60	Technical Paper Writing: Document Style, editing & proof reading	Microsoft Teams	Presentation - Coursera Video Discussion Worksheet	Assignment	CO2, CO3& CO4	1
61-63	Tone & Style	Microsoft Teams	Writing Practice	https://www.learnenglish.britishcouncil.org	CO2	4
64-65	Graphical Representation	Microsoft Teams	Discussion Worksheet https://ohiostate.pressbooks.pub/feptechcomm/chapter/4-graphics-visuals/ http://jan.ucc.nau.edu/~larkin/eng302/class/rhetoric/graphics/lesson1-4-2.html	http://www.unece.org/fileadmin/DAM/stats/documents/writing/MDM_Part2_English.pdf	CO4	3
66 - 68	Technical presentations	Microsoft Teams (Recorded Videos)	Project Presentation by Students	https://www.bbc.co.uk/tech http://learnenglishteens.britishcouncil.org/ https://www.cnn.com/tech	CO2& CO5	4
69-70	Technical presentations	Microsoft Teams (Recorded Videos or Live)	Project Presentation by Students		CO2& CO5	
71-73	Technical presentations	Microsoft Teams (Recorded Videos or Live)	Project Presentation by Students		CO2& CO5	
74-75	Revision					
End Semester Examination						

BTL Mapping

UNIT	Major Topics	Skill Set	BTL
1			
2			
3			

Faculty

Course Mentor

Academic Incharge

Principal

Questions for Student Survey on Learning Outcomes

(Upon completing the module, I am able to:)

CO. No	Questions	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)
CO1	To gain knowledge about the mechanics of writing and the elements of formal correspondence					
CO2	To understand and summarise technical documents					
CO3	To apply the basic elements of language in formal correspondence					
CO4	To interpret and analyze information and to organize ideas in a logical and coherent manner					
CO5	To compose project reports/ documents, revise them for language accuracy and make technical presentations					