

**303193152 - Advanced Communication & Technical Writing**

Course	Bachelor of Technology (BTech)	Semester - 2
Type of Course	-	
Prerequisite	Knowledge of English language studied till 12th standard.	
Course Objective	Communication confidence laced with knowledge of English grammar is essential for all engineers.	

Teaching Scheme (Contact Hours)				Examination Scheme				
Lecture	Tutorial	Lab	Credit	Theory Marks		Practical Marks		Total Marks
				External Marks	Internal Marks	External Marks	Internal Marks	
-	2	-	2.00	-	-	-	-	100

SEE - Semester End Examination, CIA - Continuous Internal Assessment (It consists of Assignments/Seminars/Presentations/MCQ Tests, etc.)

Course Content		T - Teaching Hours W - Weightage	
Sr.	Topics	T	W
1	Developing Effective Listening Skills To help students understand the meaning and importance of good listening skills, learning the traits of being a good listener through activity and listening audio tracks.	2	10
2	Error Analysis To provide insights into the complicated processes of language development as well as a systematic way for identifying, describing and explaining errors. (Tenses, Voices, Reported speech).	4	10
3	Delivering Different Types of Speeches Students will understand and use the different patterns for structuring speeches <ul style="list-style-type: none">Welcome / Introductory speechVote of Thanks speechesFarwell speeches	2	10
4	Professional Presentations Students will learn <ul style="list-style-type: none">Combating stage frightPreparing power point presentationDelivering PPT	5	10
5	Essay Writing Students will overcome the common pitfalls in the task of essay writing by understanding <ul style="list-style-type: none">Basics of Paragraph development and paragraph jumbleTypes of essaysCharacteristic features of essaysGuiding Principles	4	10
6	Reading Comprehension <ul style="list-style-type: none">Employing Different Reading SkillsActivityPractice	2	10
7	Project Proposal To equip students with the various elements required to prepare a winning proposal.	2	5
8	Misplaced Modifiers Students will understand how to place the improperly separated word, phrase or clause from the word it describes.	1	5
9	Movie Review	2	10



Course Content		T - Teaching Hours W - Weightage	
Sr.	Topics	T	W
	<ul style="list-style-type: none">A movie show followed by writing a review.To provide an exposure to students how to express their opinions about some film or documentary with unbiased and objective approach.		
10	Narrative Writing <ul style="list-style-type: none">Narrative writing helps them explore different characters and settings.To help students clarify their thinking, and teach them to express that in writing in an organized way.	2	5
11	Writing Reports <ul style="list-style-type: none">Process of writingOrder of writingFinal draft & checklist for reportsSample reports:<ol style="list-style-type: none">MemorandumLetter report	2	10
12	Critical Thinking <ul style="list-style-type: none">Need, relevance and Significance of Critical ThinkingLogic in problem solving and decision making(activities)Moral Reasoning (Case Studies)	1	5
13	Activity Session (Presentation) <ul style="list-style-type: none">An activity where the scene of a press conference is created in the class.Students are encouraged to ask sharp questions and in turn are invited to assume roles of famous personalities, thus answering the questions posed.	1	0
Total		30	100

Reference Books	
1.	Business Correspondence and Report Writing SHARMA, R. AND MOHAN, K.
2.	Communication Skills Kumar S and Lata P; New Delhi Oxford University Press
3.	Practical English Usage MICHAEL SWAN
4.	A Remedial English Grammar for Foreign Student F.T. WOOD
5.	On Writing Well William Zinsser; Harper Paperbacks,2006; 30th anniversary edition
6.	Oxford Practice Grammar, John Eastwood; Oxford University Press
7.	, Technical Communication : Principles And Practice Sangeetha Sharma, Meenakshi Raman; Oxford University Press