

# Technical Communication

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## Unit -1 Fundamentals of Technical Communication:

Technical Communication: Features; Distinction between General and Technical Communication; Language as a tool of Communication; Dimensions of Communication: Reading & comprehension; Technical writing: sentences; Paragraph; Technical style: Definition, types & Methods; The flow of Communication: Downward; upward, Lateral or Horizontal; Barriers to Communication.

## Unit - II Forms of Technical Communication:

Technical Report: Definition & importance; Thesis/Project writing: structure & importance; synopsis writing: Methods; Technical research Paper writing: Methods & style; Seminar & Conference paper writing; Key-Note Speech: Introduction & Summarization; Expert Technical Lecture: Theme clarity; Analysis & Findings; 7 Cs of effective business writing: concreteness, completeness, clarity, conciseness, courtesy, correctness, consideration.

## Unit - III Technical Presentation: Strategies & Techniques

Presentation: Forms; interpersonal Communication; Class room presentation; style; method; Individual conferencing: essentials: Public Speaking: method; Techniques: Clarity of substance; emotion; Humour; Modes of Presentation; Overcoming Stage Fear: Confident speaking; Audience Analysis & retention of audience interest; Methods of Presentation: Interpersonal; Impersonal; Audience Participation: Quizzes & Interjections.

## Unit - IV Technical Communication Skills:

Interview skills; Group Discussion: Objective & Method; Seminar/Conferences Presentation skills: Focus; Content; Style; Argumentation skills: Devices: Analysis; Cohesion & Emphasis; Critical thinking; Nuances: Exposition narration & Description; effective business communication competence: Grammatical; Discourse competence: combination of expression & conclusion; Socio-linguistic competence: Strategic competence: Solution of communication problems with verbal and non verbal means.

## Unit - V Kinesics & Voice Dynamics:

Kinesics: Definitions; importance; Features of Body Language; Voice Modulation: Quality, Pitch; Rhythm; intonation; Pronunciation; Articulation; stress & accent; Linguistic features of voice control: Vowel & Consonant Sounds.

## Reference Books

1. Technical Communication – Principles and Practices by Meenakshi Raman & Sangeeta Sharma, Oxford Univ. Press, 2007, New Delhi.
2. Business Correspondence and Report Writing by Prof. R.C. Sharma & Krishna Mohan, Tata McGraw Hill & Co. Ltd., 2001, New Delhi.
3. Practical Communication: Process and Practice by L.U.B. Pandey; A.I.T.B.S. Publications India Ltd.; Krishan Nagar, 2014, Delhi.
4. Modern Technical Writing by Sherman, Theodore A (et.al); Apprenitce Hall; New Jersey; U.S.
5. A Text Book of Scientific and Technical Writing by S.D. Sharma; Vikas Publication, Delhi.
6. Skills for Effective Business Communication by Michael Murphy, Harward University, U.S.
7. Business Communication for Managers by Payal Mehra, Pearson Publication, Delhi.

## Course Outcomes

1. Students will be enabled to **understand** the nature and objective of Technical Communication relevant for the work place as Engineers.
2. Students will **utilize** the technical writing for the purposes of Technical Communication and its exposure in various dimensions.
3. Students would imbibe inputs by presentation skills to **enhance** confidence in face of diverse audience.
4. Technical communication skills will **create** a vast know-how of the application of the learning to promote their technical competence.
5. It would enable them to **evaluate** their efficacy as fluent & efficient communicators by learning the voice-dynamics.

Interactive and Communicative Practical with emphasis on Oral Presentation/Spoken Communication based on International Phonetic Alphabets (I.P.A.)

### **LIST OF PRACTICALS**

1. Group Discussion: Practical based on Accurate and Current Grammatical Patterns.
2. Conversational Skills for Interviews under suitable Professional Communication Lab conditions with emphasis on Kinesics.
3. Communication Skills for Seminars/Conferences/Workshops with emphasis on Paralinguistics/Kinesics.
4. Presentation Skills for Technical Paper/Project Reports/ Professional Reports based on proper Stress and Intonation Mechanics.
5. Official/Public Speaking based on suitable Rhythmic Patterns.
6. Theme- Presentation/Key-Note Presentation based on correct argumentation methodologies.
7. Individual Speech Delivery/Conferencing with skills to defend Interjections/Quizzes.
8. Argumentative Skills/Role Play Presentation with Stress and Intonation.
9. Comprehension Skills based on Reading and Listening Practicals on a model Audio-Visual Usage.

### **Reference Books**

1. Bansal R.K. & Harrison: A manual of Speech & Phonetics, Orient Black Swan Pvt. Ltd. New Delhi, 2010.
2. Sethi & Dhamija: A Course in Phonetics and Spoken English, Prentice Hall, New Delhi, 2011.
3. L.U.B.Pandey: Practical Communication-Process & Practice, A.I.T.B.S. Pub. India Ltd. Krishan Nagar, Delhi, 2013.
4. Joans Daniel, English Pronouncing Dictionary, Cambridge Univ. Press. 2007.