

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); Apprentice 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.

TECHNICAL COMMUNICATION LABORATORY PRACTICALS

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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.