

TECHNICAL ENGLISH COMMUNICATION

SYLLABUS

Module 1: Introduction to Communication

- Nature and Process of Communication
- Types of Communication:
 - Intra-personal
 - Interpersonal
 - Group Communication
 - Verbal and Non-verbal Communication
 - Cross-cultural Communication
- Communication Barriers
- Essentials of Good Communication
- Principles of Effective Communication

Module 2: Grammatical Aspects

- Sentence Patterns
- Modal Verbs
- Concord (Subject-Verb Agreement)
- Conditionals
- Error Detection

Module 3: Written Correspondence

- Job Application Letters
- Resume Writing
- Statement of Purpose

Module 4: Business Correspondence

- Business Letters:
 - Calling for Quotation
 - Complaint Letters
 - Sales Letters
- Memo Writing
- Minutes of Meeting
- Describing Products and Processes

Module 5: Professional Writing

- Paraphrasing and Summarizing
- Executive Summary
- Structure and Types of Proposals
- Writing Recommendations

Module 6: Team Building & Leadership Skills

- Principles of Leadership
- Team Leadership Model
- Negotiation Skills
- Conflict Management

Module 7: Research Writing

- Interpreting and Analyzing a Research Article
- Approaches to Review Paper Writing
- Structure of a Research Article
- Referencing Techniques

