

 VIT[®] BHOPAL <small>www.vitbhopal.ac.in</small>	Effective Technical Communication	Course Type	LT
Course Code: ENG 1004		Credits	2
Objectives: <ul style="list-style-type: none"> ● To speak in grammatical and acceptable English with minimum MTI as well as develop a vast range of vocabulary. ● To acquire the proficiency level in LSRW to meet the company requirement. ● To engage students with different language skills, Listening, Speaking, Reading, Writing. ● To mitigate reticence of anxious students and enable them to feel confident of their language skills. ● To encourage students to assume an active participatory role in the process of language learning and giving them greater charge of their learning with judicious intervention of teacher as facilitator in the learning process. 			

Course Outcomes:

Students will be able to-

- CO1. Enhance their language learning skills through expanding their vocabulary which will offer confidence and fluency.
- CO2. Develop their grammatical understanding with a special emphasis to Articles, Tenses and Voices.
- CO3. Understand the social and cultural nuances of communication to operate in multicultural groups in diverse professional circumstances.
- CO4. Receive communication effectively to select right cues from oral communication in multiple communicative settings.
- CO5. Speak with fluency which will make them competent to function in global professional environment with confidence.
- CO6. Develop ability to apply appropriate learning strategies by approaching texts analytically.
- CO7. Learn writing more analytically employing creative instinct to the given situations.

CO-PO & PSO Mapping

CO \ PO	C KL	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
PK L		3	5	6	5	6	3	3	3	3	3	3	M	3	3
CO 1	1	0	0	0	0	0	3	0	3	3	3	0	0	0	0
CO 2	3	0	0	0	0	0	0	0	3	3	3	0	0	0	0
CO 3	2	0	0	0	0	0	0	0	3	3	3	0	0	0	0
CO 4	2	0	0	0	0	0	0	0	3	3	3	0	0	0	0
CO 5	3	0	0	0	0	0	0	0	3	3	3	0	0	0	0
CO 6	5	0	0	0	0	0	0	0	3	3	3	0	0	0	0
CO 7	6	0	0	0	0	0	0	0	3	3	3	0	0	0	0

CO	Topics	Hours
CO 1	Vocabulary Building Building vocabulary, (Denotative & connotative) Extensive vocabulary drills (Synonyms/ Antonyms / Homonyms / Jargons) Activity: Jigsaw Puzzles; Vocabulary Self-study material <ul style="list-style-type: none"> • 100 words homonyms • 100 words homophones • 100 words homographs • 200 words synonyms • 200 words antonyms • 300 commonly used words 	1.5
CO 2	Grammar Articles; Prepositions, Tenses and Passive Voice, Use of Passive Voice Activity: Worksheets on article, tenses and passive voice, Exercises from the prescribed text.	1.5
CO 3	Principals of Communication Introduction to communication: Process and functions; Verbal & Non Verbal Communication, Barriers to Communication, Urban behavior. Activities: Introduction – Oneself and others, Ten different ways to introduce yourself, Question and Answers session, Performing an activity on communication cycle with various environments	4.5
CO 4	Listening for Real life Experience Difference between listening and hearing, Types of Listening, intonational variations and change in meaning, Ways to improve Listening: techniques, Barriers to effective Listening Listening for statistical information, Short extracts, Radio broadcasts and TV interviews Activity: Taking notes and Summarizing, Audio podcasts.	2

CO 5	Speaking proficiency Speech Events; Simulations, Interviewing People; Strategies for Good Conversations, Telephonic Discussion Improving Fluency and Self Expression; Small Talk; Professional significance of small talk and its pre-requisite Activity: Skit; Role Play.	4.5
CO 6	Comprehensive Reading Reading Comprehension: Intensive and Extensive reading, Skimming & Scanning; Making inferences; Reading Graphics; Note-making, and Critical Reading. Activity: Sentence Completion Short Story Analysis-self study “Jonathan Livingston Seagull” Activity: Reading and analyzing the theme of the short story.	3.5
CO 7	Effective Writing Writing: Business letters and Emails, Minutes and Memos Structure/ template of common business letters and emails: inquiry/ complaint/ placing an order; Formats of Minutes and Memos Activity: Students write a business letter and Minutes/ Memo.	3.5
Total Hours		21
Text Books <ol style="list-style-type: none"> 1. A Communicative Grammar of English, Geoffrey Leech and Jan Svartvik, Longman Publishers, 3rd edition (2003) 2. Word Power Made Easy, Norman Lewis, Penguin India, 2015 3. Professional English, Raman. Meenakshi, Sharma. Sangeeta Oxford university press, New Delhi, (2019) 4. Technical English: Vocabulary and Grammar, Nick Brieger & Alison Pohl, Summertown Publishing Ltd; New Edition (2017) 5. Effective Technical Communication, M Ashraf Rizvi, McGraw-Hill Education, (2005) 6. Making Sense of English: A Text books of Sounds, Words and Grammar, M A Yadugiri, Viva Books (2007) 		

Reference Books

- 1 Quick Resume & Cover Letter Book: Write and Use an Effective Resume in Just One Day by Michael Farr (Author), JIST Editors (Author), Jist Works; 5th edition (2011)
- 2 Asking the Right Questions, Global Edition [Print Replica] Kindle Edition by M. Neil Browne (Author), Stuart M. Keeley (Author) Pearson; 11th edition (2015)
- 3 Getting Things Done: The Art of Stress-Free Productivity, David Allen, Penguin Books; Reprint edition (2002)
- 4 The Official Guide to the GRE Revised General Test with CD-ROM, 2nd Edition, Educational Testing Services, McGraw Hill Education (India) Private Limited; 2nd edition (2012)
- 5 How to Succeed at Interviews: Includes Over 200 Interview Questions, Rob Yeung, How to Books Ltd., 3rd Edition (2008)
- 6 Presentation Zen: Simple Ideas on Presentation Design and Delivery, Garr Reynolds, New Riders(2007)
- 7 The One Minute Manager, Kenneth H. Blanchard and Spencer Johnson, William Morrow (2003)
- 8 The Passionate Programmer: Creating a Remarkable Career in Software Development (Pragmatic Life), Chad Fowler, Pragmatic Bookshelf; 1 edition (2009)
- 9 The 7 Habits of Highly Effective People: Powerful Lessons in Personal Change by Stephen R. Covey, Free Press (1989)
- 10 How to Win Friends and Influence People, Dale Carnegie, Gallery Books (1936)
- 11 Crucial Conversations: Tools for Talking When Stakes are High by Kerry Patterson, Joseph Grenny, Ron McMillan, Al Switzler, McGraw-Hill Contemporary(2001)
- 12 Peopleware: Productive Projects and Teams by Tom DeMarco, Timothy R. Lister, Dorset House Publishing Company, Incorporated (1999)
- 13 The Definitive Book of Body Language by Barbara Pease and Allan Pease, Bantam (2006)
- 14 To what extent guessing the meaning from the context, is helpful in teaching vocabulary. ALI A. ALSAAW, (I2013), ARECLS, Vol.10, 130-146.
- 15 Just Listen: Discover the Secret to Getting Through to Absolutely Anyone by Mark Goulston M.D. AMACOM; Reprint edition (2015)
- 16 Power Questions: Build Relationships, Win New Business, and Influence Others by Andrew Sobel and Jerold Panas; Wiley; 1 edition (2012))

17 'Second Language Vocabulary Growth'. Webb, S.A. and Chang, A.C.S. RELC Journal, 43(1), pp. 113- 126. (2012)

Mode: Assignments, Videos, Classroom Discussions, Activities, Case Studies

Assessment Method:

Classroom & Online (Moodle) Assessment in Various Activities, Using Rubrics; Viva for Final Examination

Recommendation by Board of studies on: 03.08.2021

Approval by Academic Council on:

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