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| **Course Code** | | | **Course Title** | | | | | | | | | | | **L** | **T** | **P** | **C** |
| **BENG101L** | | | **Technical English Communication** | | | | | | | | | | | **2** | **0** | **0** | **2** |
| **Pre-requisite** | | | EPT Score / Effective English for Communication | | | | | | | | | | **Syllabus version** | | | | |
|  | | |  | | | | | | | | | | v.1.0 | | | | |
| **Course Objectives:** | | | | | | | | | | | | | | | | | |
| 1. To develop LSRW skills for effective communication in professional situations 2. To enhance knowledge of grammar and vocabulary for meaningful communication 3. To understand information from diverse texts for effective technical communication | | | | | | | | | | | | | | | | | |
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| **Course Outcomes:** | | | | | | | | | | | | | | | | | |
| 1. Use grammar and vocabulary appropriately while writing and speaking 2. Apply the concepts of communication skills in formal and informal situations 3. Demonstrate effective reading and listening skills to synthesize and draw intelligent inferences 4. Write clearly and significantly in academic and general contexts | | | | | | | | | | | | | | | | | |
| **Module:1** | | **Introduction to Communication** | | | | | | | **4 hours** | | | | | | | | |
|  | | Nature and Process - Types of communication: Intra-personal, Interpersonal, Group-verbal and non-verbal communication / Cross-cultural Communication - Communication Barriers and Essentials of good communication - Principles of Effective Communications | | | | | | | | | | | | | | | |
| **Module:2** | | **Grammatical Aspects** | | | | | | | **4 hours** | | | | | | | | |
|  | | Sentence Pattern - Modal Verbs - Concord (SVA) - Conditionals - Error detection | | | | | | | | | | | | | | | |
| **Module:3** | | **Written Correspondence** | | | | | | | **4 hours** | | | | | | | | |
|  | | Job Application Letters - Resume Writing - Statement of Purpose | | | | | | | | | | | | | | | |
| **Module:4** | | **Business Correspondence** | | | | | | | | **4 hours** | | | | | | | |
|  | | Business Letters: Calling for Quotation, Complaint & Sales Letter – Memo - Minutes of Meeting - Describing products and processes | | | | | | | | | | | | | | | |
| **Module:5** | | **Professional Writing** | | | | | **4 hours** | | | | | | | | | | |
|  | | Paraphrasing & Summarizing - Executive Summary - Structure and Types of Proposal – Recommendations | | | | | | | | | | | | | | | |
| **Module:6** | | **Team Building & Leadership Skills** | | | | | **4 hours** | | | | | | | | | | |
|  | | Principles of Leadership - Team Leadership Model - Negotiation Skills - Conflict Management | | | | | | | | | | | | | | | |
| **Module:7** | | **Research Writing** | | | | | | | | | **4 hours** | | | | | | |
|  | | Interpreting and Analysing a research article - Approaches to Review Paper Writing - Structure of a research article - Referencing | | | | | | | | | | | | | | | |
| **Module:8** | | **Guest Lecture from Industry and R&D organizations** | | | | **2 hours** | | | | | | | | | | | |
|  | | Contemporary Issues | | | | | | | | | | | | | | | |
| **Total Lecture hours:** | | | | | | | | **30 hours** | | | | | | | | | |
| **Text Book(s)** | | | | | | | | | | | | | | | | | |
| 1. | Raman, Meenakshi & Sangeeta Sharma. (2015). *Technical Communication: Principles and Practice*, (3rd Edition). India: Oxford University Press. | | | | | | | | | | | | | | | | |
| **Reference Books** | | | | | | | | | | | | | | | | | |
| 1. | Taylor, Shirley & Chandra .V. (2010). *Communication for Business A Practical Approach* 4th Edition. India: Pearson Longman. | | | | | | | | | | | | | | | | |
| 2. | Kumar, Sanjay & Pushpalatha. (2018). *English Language and Communication Skills for Engineers.* India: Oxford University Press. | | | | | | | | | | | | | | | | |
| 3. | Koneru Aruna. (2020*). English Language Skills for Engineers.* India: McGraw Hill Education. | | | | | | | | | | | | | | | | |
| 4. | Rizvi, M. Ashraf. (2018). *Effective Technical Communication*2nd Edition. Chennai: McGraw Hill Education. | | | | | | | | | | | | | | | | |
| 5. | Mishra, Sunitha & Muralikrishna,C. (2014)*. Communication Skills for Engineers*. India: Pearson Education. | | | | | | | | | | | | | | | | |
| 6. | Watkins, P. (2018). *Teaching and Developing Reading Skills: Cambridge Handbooks for Language teachers*. India: Cambridge University Press. | | | | | | | | | | | | | | | | |
| **Mode of Evaluation :** CAT / Assignment / Quiz / FAT / Group Discussion | | | | | | | | | | | | | | | | | |
| Recommended by Board of Studies | | | | | 28-06-2021 | | | | | | | | | | | | |
| Approved by Academic Council | | | | No. 62 | Date | | | | | | | 15-07-2021 | | | | | |