

**DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES**  
**I Year BE (4YDC)**  
**HU 10551 TECHNICAL ENGLISH**

| HOURS PER WEEK |   |    | CREDITS |   |    | MAXIMUM MARKS |         |           |         |             |
|----------------|---|----|---------|---|----|---------------|---------|-----------|---------|-------------|
| T              | P | Tu | T       | P | Tu | THEORY        |         | PRACTICAL |         | TOTAL MARKS |
|                |   |    |         |   |    | CW            | END SEM | SW        | END SEM |             |
| 2              | 2 | -  | 2       | 1 | -  | 30            | 70      | 20        | 30      | 150         |

**PRE-REQUISITE:**

The student must possess basic knowledge of English Grammar and basic ability to read, write and speak English language

**COURSE OBJECTIVES:**

The objective of this course is to enable the students to recognize the relationship of effective communication skills to succeed in academic, work and social environments and to develop both written and oral communication skills to comprehend and produce clear, complete and accurate messages. This course also intends to impart business correspondence and improve English phonetics enabling the students to speak and write English correctly and with confidence.

**COURSE OUTCOMES:**

After successful completion of the course, *students will develop competency in the following areas:*

- CO1: Communicate effectively with good interpersonal skills; speak in public, engage the audience, make a presentation using Power-Point and tackle group discussion.
- CO2: Speak English with clarity using correct pronunciation and accent in all situations
- CO3: Comprehend a particular piece of information, absorb what is read and hone the art of condensation and effective writing skills with correct syntax and grammar in all formal situations.
- CO4: Collect, analyze, document, and report information clearly, concisely and logically. Also, apply technical information and knowledge in practical documents.
- CO5: Produce clear, complete, concise, concrete and precise messages in day to day business transactions while drafting applications and E-Mails.

**COURSE CONTENT:**

**UNIT I: Communication Skills**

- (i) Meaning & Process
- (ii) Significance of Effective communication.
- (iii) Presentation Strategies: Techniques of Oral Presentations, Defining the Purpose, Analyzing the Audience, Establishing the main idea, Selecting the Appropriate Channel and Medium. Power Point Presentation.
- (iv) Group Discussion.

**UNIT II: Application of Linguistic Ability**

- (a) English IPA (Types of speech sounds.)
- (b) Monophthongs
- (c) Diphthongs.
- (d) Consonants.
- (e) Phonetic Transcription

**UNIT III: Advanced Writing Skills:**

- (i) Reading and Comprehension
- (ii) Essay Writing
- (iii) Precis

**UNIT IV: Academic Writing and Technical Report Writing:**

- (i) Introduction to Technical and Academic Writing
- (ii) Features & Principles of Technical Report
- (iii) Structure & Format of Technical Report

(iv) Samples & Models for practice

### **UNIT V: Business Correspondence**

(i) Business letters

(ii) Structure & Layout of Business letters – Standard Fully Block Style

(iii) Types of Letters: Job Application and other Business letters ( letters of enquiry, Quotations etc)

(iv)E-Mail writing

**ASSESSMENT:** Through End-Sem. Theory Exam, Theory sessionals, Mid-Sem Tests, Assignments, End-Sem. Practical Exam, Practical sessional, quizzes, and presentations.

### **BOOKS RECOMMENDED:**

1. Sharma, R.C. and Krishna Mohan, *Business Correspondence and Report Writing*, New Delhi: Tata McGraw-Hill, 2009.
2. Raman, Meenakshi and Sangeeta Sharma, *Technical Communication*, New Delhi: Oxford Univ. Press, 2011.
3. Kapoor A.N., *Business Letters for Different Occasions*, New Delhi: S. Chand & Co. Pvt. Ltd., 2012.
4. Thomson, A.J. and A.V.Martinent, *A Practical English Grammar*, New Delhi: Oxford University Press, 1986.

### **REFERENCES RECOMMENDED:**

1. Lesikar, Petlit, and Flatley, *Lesikar's Basic Business Communication*, New Delhi: Tata McGraw-Hill, 1999.
2. Bhatia, R.C., *Business Communication*, New Delhi: Ane Books Pvt. Ltd., 2012.
3. Magan, Sangeeta, *Business Communication*, New Delhi: Biztantra Publications, 2010.