

ENG105(B) : TECHNICAL COMMUNICATION IN ENGLISH

Programme: B.Tech
Course: Core for All

Year: I
Credits: 3

Semester: I
Hours: 40

Course Context and Overview (100 words):

This course aims to enhance the English language proficiency of engineering students and thereby build their overall communicative competence essential in today's competitive environment. It teaches them the essentials of English pronunciation and phonetic transcription and reinforces their functional English grammar skills through the learning and application of concepts. This practice-oriented course presents students with practical information and hands-on experience of using target language in spoken and written format. The course teaches them the analysis of context, purpose and audience in order to communicate knowledge and idea successfully. Throughout the course the students will accomplish reading of select short texts for linguistic enrichment; produce and analyze technical writing genres, including emails, memos, reports, business letters, etc. and deliver informal as well as formal oral presentations.

Prerequisite Course: NA**Course outcomes (COs):**

| On completion of this course, the students will have the ability to: | |
|---|--|
| CO1: | Understand the concepts of English pronunciation, phonetic transcription and speech sounds |
| CO2: | Reinforce functional English grammar skills through the learning and application of concepts |
| CO3: | Construct effective sentences and paragraphs maintaining the unity, coherence and logical organization in writing |
| CO4: | Deliver effective oral presentation, displaying the ability to engage the audience through appropriate language, content, delivery and visual aids |
| CO5: | Build interpersonal and team skills by working collaboratively with others to complete assignments |

Course Topics:

| Topics | Lecture Hours | |
|---|---------------|----|
| UNIT – I | | |
| 1. Phonetics and Functional English Grammar | | |
| 1.1 Phonetic Symbols and Transcription | 1-3 | 15 |
| 1.2 Parts of Speech (Verbs, Tenses, Prepositions, Adverb Particles – Nouns, Pronouns, Adjectives) | 4-9 | |
| 1.3 Coordinating and Subordinating Conjunctions, Phrases and Clauses, Types of Sentences | 10-15 | |
| 1.4 Voice, Modals, Sub-verb Agreement | | |
| UNIT – II | | |
| 2. Reading and Composition Skills | | |
| 2.1 Critical and Analytical Reading | 16-17 | 05 |
| 2.2 Evaluative and Argumentative Writing | 18-19 | |
| 2.3 Precis writing | 20 | |
| UNIT – III | | |
| 3. Technical Writing | | |
| 3.1 Emails & Memos | 21-22 | 10 |
| 3.2 Reports: Informal & Technical | 23-25 | |
| 3.3 Business Letters | 26-28 | |
| 3.4 CV /Resume writing | 29-30 | |
| UNIT – IV | | |
| 4. Presentation Skills | | |
| 4.1 Extempore Speech | 31-33 | 10 |
| 4.2 Group Discussion | 34-35 | |
| 4.3 PPT and Seminar Presentations | 35-40 | |

Textbook references (IEEE format):**Text Book:**

No single text book

Reference books:

1. Balasubramanian, T. *A textbook of English phonetics for Indian students*, Macmillan, 1981.
2. Quirk, Randolph. *A university grammar of English*, Pearson Education India, 2007.
3. Michael Swan, "Practical English"
4. Sheridan Baker, *The Complete Stylist And Handbook*, Second Edition.
5. William Ellet, *The Case Study Handbook*.

6. WWS Bhaskar/ NS Prabhu, *English through*.
7. Grant Taylor, *English Conversation Practice*.
8. Bhaskar, W.W.S. and Prabhu N.S., *English through Reading*, Gurgaon: Macmillan.
9. Gerson J., & Gerson, M., *Technical Writing*, New Delhi: Pearson.
10. Riordan, D. G., *Technical Communication*, New Delhi: Cengage.

Other Resources

1. British Council Teaching English Reference Material & worksheets
2. IELTS General and Academic Reading and Writing Reference
3. TESOL Resources
4. TED Talks
5. Class notes and handouts

Evaluation Methods:

| Item | Weightage (%) |
|---------------------------|---------------|
| Quiz/ Class participation | 15 |
| Assignments & Seminar | 15 |
| Mid Term | 25 |
| End Term Examination | 45 |

Prepared By: Prof. Manju Dhariwal, Dr. Usha Kanoongo, Dr. Narendra Kumar

Last Update: 19.07.17