

## 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):

<b>On completion of this course, the students will have the ability to:</b>	
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	
<b>UNIT – I</b>		
<b>1. Phonetics and Functional English Grammar</b>		
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		
<b>UNIT – II</b>		
<b>2. Reading and Composition Skills</b>		
2.1 Critical and Analytical Reading	16-17	05
2.2 Evaluative and Argumentative Writing	18-19	
2.3 Precis writing	20	
<b>UNIT – III</b>		
<b>3. Technical Writing</b>		
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	
<b>UNIT – IV</b>		
<b>4. Presentation Skills</b>		
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

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