

Effective Technical Communication

Teaching Scheme:

Lectures: 1hr / week

Evaluation Scheme:

100M: 4 Assignments
(25M each)

Course Outcomes (COs):

After successful completion of the course, students will be able -

1. To produce effective dialogue for business related situations
2. To use listening, speaking, reading and writing skills for communication purposes and attempt tasks by using functional grammar and vocabulary effectively
3. To analyze critically different concepts / principles of communication skills
4. To demonstrate productive skills and have a knack for structured conversations
5. To appreciate, analyze, evaluate business reports and research papers

Unit 1: Fundamentals of Communication

[4 Hrs]

7 Cs of communication, common errors in English, enriching vocabulary, styles and registers

Unit 2: Aural-Oral Communication

[4 Hrs]

The art of listening, stress and intonation, group discussion, oral presentation skills

Unit 3: Reading and Writing

[4 Hrs]

Types of reading, effective writing, business correspondence, interpretation of technical reports and research papers

Reference Books

1. Raman Sharma, "Technical Communication", Oxford University Press.
2. Raymond Murphy "Essential English Grammar" (Elementary & Intermediate) Cambridge University Press.
3. Mark Hancock "English Pronunciation in Use" Cambridge University Press.
4. Shirley Taylor, "Model Business Letters, Emails and Other Business Documents" (seventh edition), Prentise Hall
5. Thomas Huckin, Leslie Olsen "Technical writing and Professional Communications for Non-native speakers of English", McGraw Hill.