

ENGLISH LANGUAGE & TECHNICAL COMMUNICATION

PAPER CODE: HU 101

CONTACT: 2L

CREDIT: 2

A. ENGLISH LANGUAGE GRAMMAR: [5L]

Correction of Errors in Sentences

Building Vocabulary

Word formation

Single Word for a group of Words

Fill in the blanks using correct Words

Sentence Structures and Transformation

Active & Passive Voice

Direct & Indirect Narration

(MCQ Practice during classes)

B. READING COMPREHENSION:

Strategies for Reading Comprehension [1L]

Practicing Technical & Non Technical Texts for Global/Local/Inferential/Referential comprehension; [3L]

Precis Writing

C. TECHNICAL COMMUNICATION [5L]

The Theory of Communication –Definition & Scope

Barriers of Communication

Different Communication Models

Effective Communication (Verbal / Non verbal)

Presentation / Public Speaking Skills

(MCQ Practice during classes)

D. MASTERING TECHNICAL COMMUNICATION

Technical Report (formal drafting) [3L]

Business Letter (formal drafting) [4L]

Job Application (formal drafting) [3L]

Organizational Communication [3L]

Group Discussion –Principle & Practice [3L]

MARKS SCHEME (Written Examination)

Total Marks 70

1. 10 Multiple Choice Questions(Communication & Eng. Language-Vocabulary & Syntax)

[Marks 10]

2. Short Questions & Precis writing on unseen passages [Marks 15 (10+5)]

3. 3 Essay type Questions on Technical Communication (Technical Report / Business Letter / Job Application / Organizational Communication etc,) [Marks 45 (15*3)]

MARKS SCHEME (Internal Examination)

Total Marks 30

1. Attendance [Marks 5]

2. Testing Speaking Ability [Marks 5]

3. Testing Listening Ability [Marks 5]

4. 2 Unit Tests [Marks 15]

BOOKS -- RECOMMENDED:

1. Board of Editors: Contemporary Communicative English for Technical Communication Pearson Longman, 2010
2. Dr. D. Sudharani: Manual for English Language Laboratory Pearson Education (W.B. edition), 2010
3. Technical Communication Principles and Practice by Meenakshi Raman, Sangeeta Sharma(Oxford Higher Education)
4. Effective Technical Communication by Barun K.Mitra(Oxford Higher Education)
5. V. Sashikumar (ed.): Fantasy- A Collection of Short Stories Orient Black swan (Reprint 2006)

References:

D. Thakur: Syntax Bharati Bhawan , 1998

Guidelines for Course Execution:

Objectives of the Course: This Course has been designed

1. To impart advanced skills of Technical Communication in English through Language Lab. Practice Sessions to 1st Semester UG students of Engineering & Technology.
2. To enable them to communicate confidently and competently in English Language in all spheres.

Desired Entry Behaviour:

The students must have basic command of English to
Talk about day-to-day events and experiences of life.
Comprehend Lectures delivered in English.
Read and understand relevant materials written in English.
Write grammatically correct English.

Strategies for Course Execution:

1. It is a Course that aims to develop Technical Communication Skills. It is, therefore, Lab- based and practical in orientation. Students should be involved in Practice Sessions.
2. The content topics should be conveyed through real-life situations. Lecture classes should be conducted as Lecture cum Tutorial classes.
3. Keeping in view the requirements of students, the teachers may have to prepare some learning aids task materials.
4. Some time should be spent in teaching stress and intonation.
5. In teaching 'Speaking skill,' emphasis should be on clarity, intelligibility, fluency,(as well as accepted pronunciation).
6. Micro Presentation and Group Discussion Sessions should be used for developing Communicative Competence.
7. The Language Lab, device should be used for giving audio-visual inputs to elicit students' responses by way of Micro-Presentation, Pair Conversation, Group Talk and Class Discussion.
8. The teacher must function as a creative monitor in the Language Lab for the following:

A. Developing Listening Comprehension Skill;

1. Developing Listening Comprehension through Language Lab Device
2. Developing sub skills of the Listening Skill by Conversational Practice Sessions
3. Focusing on intelligent and advanced Listening Sessions e.g. Seminars, Paper Presentation, Mock Interviews etc.
4. Conducting Conversational Practice: Face to Face & Via Media (Telephone, Audio, Video + Clips)

B. Developing Speaking Competence:

- a) Helping students in achieving clarity and fluency ; manipulating paralinguistic features of speaking (voice modulation ,pitch , tone stress , effective pauses)

b) Conducting Task oriented interpersonal ,informal and semiformal Speaking / Classroom Presentation

c) Teaching strategies for Group Discussion

Teaching Cohesion and Coherence

Teaching effective communication & strategies for handling criticism and adverse remarks

Teaching strategies of Turn- taking, effective intervention, kinesics (use of body language) and courtesies and all compareats of softskills.

C. Developing Reading Comprehension Skill:

b) Developing Reading Skill through Technical & Non Technical Texts as well as Case Studies (Specific Literary Texts & Passages recommended)

c) Guiding students for Intensive & Extensive Reading

D. Developing Writing Competence:

a) Teaching all varieties of Technical Report and Business Letters, (Expressing Ideas within restricted word limit through paragraph division , Listing Reference Materials through use of Charts , Graphs ,Tables ,

Using correct Punctuation & Spelling, Semantics of Connectives, Modifiers and Modals, variety of sentences and paragraphs

b) Teaching Organizational Communication: Memo, Notice, Circular, Agenda / Minutes etc.