

TECHNICAL ENGLISH & COMMUNICATION SKILLS

Lectures : 4 periods / week
Tutorials : 1 period / week
Semester End Exam: 3 hrs

Sessional Marks : 40
Semester End Exam Marks : 60
Credits: 4

Course objectives:

- To make the student have better awareness on interpersonal skills and case studies
- To establish the importance of the meaning of new vocabulary as well as the form and of showing how words are used in context.
- To help the student to develop their overall knowledge and understanding of advanced grammar.
- To develop their abilities of written communication related to office communication and also to use foreign expressions situationally.

Course outcomes:

- The student is able to have better inter and intra personal skills and also have good understanding on case studies.
- Able to use vocabulary contextually.
- Able to learn and applying the knowledge of advanced grammar in the day-to-day life.
- Able to develop all kinds of written communication including office communication and also foreign expressions.

Unit – I

1. Kinesis
2. Interpersonal Skills
3. Intrapersonal Skills
4. Case Studies

Unit – II Lexis

1. Vocabulary
2. Analogies
3. Homonymys, Eponyms, Acronyms
4. Confusable words
5. One word substitute

Unit – III Syntax And Advanced Grammar

1. Correction of sentences
2. Advanced grammar
 - a. Parallelism
 - b. Dangling modifiers

- c. Tautology
- d. Ambiguity
- e. Word order
- f. Shift in tense, mood, voice

Unit – IV Office Communication

- 1. Letter writing
- 2. Memos
- 3. E-mail
- 4. Note taking, Note making
- 5. Routing slips
- 6. Foreign Expressions
 - a. French -20
 - b. Spanish – 10
 - c. Italian/Latin – 20
 - d. Japanese – 10
 - e. German – 10
 - f. Russian – 10
 - g. Chinese – 10

TEXT BOOKS :

- 1. Communication Skills – Sanjay Kumar & Pushpa Latha (OUP)- 2nd Impression, 2012

REFERENCE BOOKS :

- 1. Technical Communication – Meenakshi Raman & Sangeeta Sharma, Oxford Semester Press, 6th Impression, 2012
- 2. Oxford Dictionary of English Idioms – John Ayto, OUP Oxford, 08-Jul-2010
- 3. Dictionary of word origins – John Ayto, Bloomsbury, 2001
- 4. Harbrace Hand book of English
- 5. Mc Graw Hill's Hand Book of English Grammar and Usage – Markm Lysstar, Larry Beason, 2005
- 6. College Hand book

