

Subject Code		Total Contact Hour	30
Semester	1st/2nd Semester	Total Credit	02
Subject Name	English for Technical Writing (2-0-0)		
Pre-requisites	None		

Course Objective:

- To develop awareness about the complexity of the communication process.
- To provide learning environment to practice listening, speaking, reading and writingskills.
- To assist the students to carry on the tasks and activities through guided instructionsand materials.
- To develop effective writing skills so as enable students to write in a clear, concise, persuasive manner
- To acquaint students with a variety of forms of writing in professional world.
- To effectively integrate English language learning with employability skills and training.

Syllabus:

Module I - Fundamentals of Technical Communication	Hours- 06
<ul style="list-style-type: none"> ➤ Process of communication, types of communication (Verbal & Non Verbal) ➤ Channels of business communication ➤ Barriers to communication. ➤ Bias free language ➤ Cross-cultural communication 	
Module II- Communicative Grammar	Hours - 06
<ul style="list-style-type: none"> ➤ Time and Tense ➤ Passive and active voice ➤ English Conditionals 	
Module III - Sounds of English	Hours- 06
<ul style="list-style-type: none"> ➤ Consonant sounds of English ➤ Vowel sounds of English ➤ Stress pattern: Syllable, Stress and Intonation. ➤ Problem sounds for Indian speakers 	
Module IV - Professional Communication for Workplace	Hours 06
<ul style="list-style-type: none"> <input type="checkbox"/> Paragraph writing (The Seven Cs of Good Professional Writing) <input type="checkbox"/> Formal Letter Writing <input type="checkbox"/> Memo and Notice writing <input type="checkbox"/> Agenda and Minute writing <input type="checkbox"/> Report Writing 	
Module V - Professional Communication for Employment	Hours - 06
<ul style="list-style-type: none"> ➤ CV writing ➤ Interview skills 	

Essential Reading:

1. Effective Technical Communication by M Ashraf Rizvi (Tata McGraw Hill)
2. Better English Pronunciations By J. D.O Conner (Cambridge University Press)