DHANAKLAKSHMI SRINIVASAN UNIVERSITY SCHOOL OF ENGINEERING AND TECHNOLOGY SAMAYAPURAM, TRICHY.

SYLLABUS

SEMESTER II

TECHNICAL COMMUNICATION

Subject Code: 21ENG02

OBJECTIVES:

1. To make learners acquire listening and speaking skills in both formal and informal contexts.

2. To help them develop their reading skills by familiarizing them with different types of reading strategies.

3. To equip them with writing skills needed for academic as well as workplace contexts.

4. To make them acquire language skills at their own pace by using e - materials and language lab components.

OUTCOMES:

1. Speak convincingly, express their opinions clearly, initiate a discussion, negotiate, and argue using appropriate communicative strategies.

2. Write effectively and persuasively and produce different types of writing such as narration, description, exposition and argument as well as creative, critical, analytical and evaluative writing.

3. Read different genres of texts, infer implied meanings and critically analyse and evaluate them for ideas as well for method of presentation.

4. Listen/ view and comprehend different spoken excerpts critically and infer unspoken and implied meaning.

UNIT I LISTENING FOR CLEAR **10 HOURS** PRONUNCIATION

conversation --Listening for general meaning & specific information- Listening for positive & negative comments- Listening to technical topics- Listening to prose & poetry reading- Listening exercises.- fixed & Semi- Fixed expression.

MECHANICS OF WRITING UNIT II 10 HOURS

Phrase- Clause-Modal Verb- Sentence construction and synthesis-Sentence Improvement- Correction of Sentence- Abbrevations - Homonyms, homographs and homophones., Effective use of SMS for sending short notes and messages -free writing on any given topic (my favourite place/ Hobbies/ school life, etc...) sentence completion – Autobiographical writing (Writing about one's leisure time activities, hometown, etc...).

UNIT III STUDY SKILLS

10 HOURS

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Speaking on personal topics like present & past experiences, future plans- Participating in debates, presentations,- Reading comprehension- Note making- Precise Writing- Summarizing- Sentence completion (Technical and General interest).

UNIT IV VOCABULARY

6 HOURS

12 HOURS

Vocabulary development- Idioms and Phrasal Verbs-One Word substitutes- 'Wh'- questions adverb and adjectives.

UNIT V EFFECTIVE WRITING

Essay Writing- Paragraph Writing-Descriptive Writing- Formal Letter-Informal Letter inviting your friend to function, congratulating someone for his/her success, thanking one's friend and relative - resume preparation-vision –mission and goals of the candidates –Report Writing-Formal & Informal Report-Accidental Report-Survey Report- Industrial Report.

TEXT BOOKS:

1. Norman Whitby. Business Benchmark: Pre-Intermediate to Intermediate – BEC Preliminary. New Delhi: Cambridge University Press, 2008 (Latest South Asian edition).

2.Mahalakshmi.N. English workbookm – 1 for Engineers. Chennai, VK Publications, 2013.

Reference:

1. Norman Whitby. Business Benchmark: Pre-Intermediate to Intermediate – Preliminary—Personal Study Book. New Delhi: Cambridge University Press, 2008 (Latest South Asian edition).

2. Cambridge BEC Preliminary: Self-study Edition – Practice Tests. New Delhi: Cambridge University Press, 2008 or latest South Asian edition.

3. Devaki Reddy & Shreesh Chaudhary. Technical English. New Delhi: Macmillan, 2009.

4. Rutherford, Andrea J. Basic Communication Skills for Technology. 2nd edition. New Delhi: Pearson Education, 2006.

5. Muralikrishna C., Sunita Mishra "Communication Skills for Engineers" 2nd edition, Pearson, New Delhi 2010

6. Vyas Manish A., Yogesh L. Patel, "Tasks for the English Classroom", MacMillan, New Delhi, 2012.

7. Achar Deeptha, Charul Jian and et al, English for Academic Purposes,Book-1&2 University Granthnirman Board,

Gujarat, 2011.