

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

ADVANCED TECHNICAL COMMUNICATION

Subject Code: 21ENG04

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OBJECTIVES: The Course will enable learners to:

- Equip students with the English language skills required for the successful academic speaking and listening skills.
- Make effective presentations.
- Strengthen the reading skills of students of Engineering.
- Enhance their writing skills with specific reference to technical writing.
- Develop students 'critical thinking skills.
- Provide more opportunities to develop their project and proposal writing skills.

UNIT I

9 HOURS

Technical Communication – Introduction, Importance, Principles, Features & Types – Writing Notice, Agenda & Minutes of the Meeting.

UNIT II

9 HOURS

Business Letters – Planning, Format & Layout – Types of Letters. Job Application – Types of covering letters – Creating Resume – Types of Resumes – Reference Letters

UNIT III

9 HOURS

Report Writing – Types: Formal & Informal - Short & Long – Elements of a Formal Report – Front Matter, Main Report, Back Matter – Style and Formatting in Report Writing – Using Jargons in writing.

UNIT IV

9 HOURS

Proposal Writing – Purpose – Types Features: External & Internal

UNIT V

9 HOURS

Presenting Ideas & Project Proposals – Special Technical Documents – Thesis, Dissertation & Scientifics articles

OUTCOMES: At the end of the course Learners will be able to:

- Listen and respond appropriately.
- Participate in group discussions
- Make effective presentations
- Participate confidently and appropriately in conversations both formal and informal
- Enhance their writing skills with specific reference to technical writing.

- Develop students 'critical thinking skills.
- Provide more opportunities to develop their project and proposal writing skills

TEXT BOOKS:

1. Kavitha Tyagi & Padma Misra. *Advanced Technical Communication*, PHI Learning Private Limited, New Delhi: 2011

REFERENCES:

1. Bhatnagar, Nitin and Mamta Bhatnagar. *Communicative English for Engineers and Professionals*. Pearson: New Delhi, 2010.
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. Meenakshi Raman & Sangeetha Sharma. *Technical Communication: Principle and Practices*. OUP: 2015
7. M. Ashraf Rizvi. *Effective Technical Communication*. McGraw Hill Pub. India Noida: 2017
8. Alfred Gerald J. *Handbook of Technical Writing*. St. Martin's Press. New York: 2003.

e-References:

- <https://www.youtube.com/watch?v=UUDCIQTXhWU>
- <https://www.youtube.com/watch?v=860LtRxP3rw>