

TECHNICAL ENGLISH & REPORT WRITING

Course Code	Name of the course	Hrs/week	L	T	P	Scheme of Examination						
						Th	S	TW	P	O	TOTAL	
HM002	TECHNICAL ENGLISH & REPORT WRITING		3	-	-							
		Credits	3	-	-	Duration (min)	3	-	-	-	-	-
			Marks				100	25	-	-	-	125

Course Objectives:

The Students will be able to:

1. Strengthen their listening skill which will help them comprehend lectures and talks in their areas of specialisation.
2. Develop their speaking skills to make technical presentations, participate in group discussions.
3. To help them develop their reading skills by familiarizing them with different types of reading strategies.
4. To equip with writing skills needed for academic as well as workplace contexts.
5. Foster their ability to write convincing job applications and effective reports.

Course Outcomes:

The students after undergoing this course will be able to:

1. Communicate effectively in different situations by using specific, technical vocabulary.
2. Write letters and reports effectively in formal and business situations.
3. Speak convincingly, express their opinions clearly, initiate a discussion, negotiate and argue using appropriate communicative strategies.
4. 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.
5. Read different genres of texts, infer implied meanings and critically analyse and evaluate them for ideas as well as for method of presentation.
6. Face the challenges in the interviews at global level.

UNIT 1

LISTENING SKILLS : Listening process and practice- exposure to recorded and structured talks, problems in comprehension and retention, note taking practice, listening tests, importance of listening in the corporate world, organization- spatial organization, chronological organization, order of increasing and decreasing importance, styles of communication, accuracy, brevity, clarity, objectivity, impersonal language, professional speaking ability, listening process, hearing and listening, types of listening- superficial, appreciative, focused, evaluative, attentive, empathetic. Barriers to listening- physical, psychological, linguistic, cultural. Speech decoding, oral discourse analysis, effective listening strategies, listening in conversational interaction, listening to structured talks, pre-listening analysis, predicting, links between different parts of the speech, team listening, listening to a telephone conversation, viewing model interviews (face-to-face, telephonic and video conferencing) listening to situation based dialogues, identifying the characteristics of a good listener.

10hrs

UNIT 2

SPEAKING SKILLS: The speech process, message, audience, speech style, feedback, conversation and oral skills, fluency and self-expression, body language phonetics and spoken English, speaking techniques, word stress, correct stress patterns, voice quality, correct tone, types of tones, barriers to speaking, building self-confidence and fluency, Job interview, interview process, characteristics, of the job interview, pre-interview preparation techniques, interview questions and answers, positive image projection techniques. Group discussion- characteristics, subject knowledge, oral and leadership skills, team management, strategies, and individual contribution. Presentation skills-planning, preparation, organization, delivery. Conversation practice in real life situations, asking for directions (using polite expressions), giving directions (using imperative sentences), Purchasing goods from a shop, Discussing various aspects of a film (they have already seen) or a book (they have already read) Conversation skills with a sense of stress, intonation, pronunciation and meaning –seeking information – expressing feelings (affection, anger, regret, etc.) Speaking – Role play practice in telephone skills – listening and responding, -asking questions -note taking – passing on messages, role play and mock interview for grasping interview skills.

10hrs

UNIT 3

READING SKILLS : Introduction to different kinds of reading material: technical and non-technical-the reading process, purpose, different kinds of texts, reference material, scientific and technical texts, active and passive reading, reading strategies-vocabulary skills, eye reading and visual perception,, prediction techniques, scanning skills, distinguishing facts and opinions, drawing inferences and conclusions, comprehension of technical material- scientific and technical texts, instructions and technical manuals, graphic information. Note making- tool for study skills, topicalising, organization and sequencing. Making notes from books, or any form of written materials. Summarizing and paraphrasing. Reading a short story or an article from newspaper, Critical reading, Extensive reading activity (reading stories / novels) Speed reading – reading passages with time limit Reading the job advertisements and the profile of the company concerned.

09hrs

UNIT 4

REFERENCING & WRITING SKILLS : Methods of referencing, book references, user guides, references for reports, journal references, magazines and newspapers, unpublished sources, internet references, explaining and elucidating. Writing skills- Effective writing- vocabulary expansion- Effective sentence structure, brevity and clarity in writing- cohesion and coherence in writing, emphasis. Paragraph writing. Letter writing skills - form and structure, style and tone. Inquiry letters, Instruction letters, complaint letters, Routine business letters, Sales letters. Reports, Resumes and Job Applications: Introduction to report writing- Types of reports, information and analytical reports, oral and written reports, formal and non-formal reports, printed forms, letter and memo format, manuscript format, proposals, technical articles, journal articles and conference papers, review and research articles. E-mails, Business Memos, Employment Communication- resume design, resume style. Writing a review / summary of a story / article, Personal letter (Inviting your friend to a function, congratulating someone for his / her success, thanking one's friends / relatives) Writing minutes of meeting – format and practice in the preparation of minutes – Writing summary after reading articles from journals – Format for journal, articles – elements of technical articles (abstract, introduction, methodology, results, discussion, conclusion, appendices, references) Writing strategies.

10hrs

Text Books:

1. Technical Communication- Principles & Practice by Meenakshi Raman and Sangeeta Sharma, Oxford.
2. Technical writing- B.N. Basu, PHI learning.
3. Professional Communication Skills- Alok Jain, Pravin S.R. Bhatia, A.M. Sheikh. S Chand.
4. Basic Communication Skills for technology- Andrea J Rutherford, Pearson.