

# VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

Proposed Syllabus for 2018-2022

## Technical Communication (English) - I

(Common to all branches)

[As per Outcome Based Education(OBE) and Choice Based Credit System (CBCS)]  
(Effective from the academic year 2018-19)

**Course Code : 18EGH18**

**SEE Marks : 60**

**Contact Hours: 02 hour Tutorial(Practical Session) /week**

**CIE Marks : 40**

**Total Hours : 28 hour or 14 Practical Sessions in a Semester**

**Exam : 02 Hour**

**Semester : I**

**Credits : 1**

**Course Learning Objectives:**The course (18EGHL18) will enable the students to,

- Acquire basic English grammar and essentials of language skills
- Clarify the nuances of phonetics, intonation and pronunciation skills
- Get familiarized with English vocabulary and language proficiency

### **Module - I**

#### **Introduction to Technical Communication**

- Fundamentals of Technical Communication Skills, Barriers to Effective Communication, Different styles in Technical Communication. Interpersonal Communication Skills, How to improve Interpersonal Communication Skills, Developing Interpersonal Skills. Grammar: Basic English Grammar and Parts of Speech - Nouns, Pronouns, Adjectives, Verbs, Adverbs, Preposition, Articles, Conjunctions.

### **Module - II**

#### **Introduction to Listening Skills and Phonetics - I**

- Introduction to Phonetics, Sounds Mispronounced, Silent and Non silent Letters, Homophones and Homonyms, Aspiration, Pronunciation of 'The', words ending 'age', some plural forms. Use of Articles – Indefinite and Definite Articles.

### **Module - III**

#### **Developing Listening Skills (Phonetics and Vocabulary Building) - II**

- Speech Sounds: Vowels and Consonants - Exercises on it. Preposition, kinds of Preposition and Prepositions often Confused. Word Accent – Rules for Word Accent, Stress Shift, Question Tags, Question Tags for Assertive

Sentences(Statements) – Some Exceptions in Question Tags and Exercises, One Word Substitutes and Exercises. Vocabulary – Synonyms and Antonyms, Exercises on it.

#### **Module - IV**

##### **Speaking Skills (Grammar and Vocabulary) - I**

- Syllables, Structures, Strong and Weak forms of words, Words formation - Prefixes and Suffixes-(Vocabulary), Contractions and Abbreviations. Spelling Rules and Words often Misspelt – Exercises on it. Word Pairs (Minimal Pairs) – Exercises, The Sequence of Tenses ( Rules in use of Tenses) and Exercises on it.

#### **Module - V**

##### **Speaking Skills (Grammar and Vocabulary) - II**

- Extempore/Public Speaking, Difference between Extempore/Public Speaking, and Guidelines for Practice. Mother Tongue Influence(MTI) – South Indian Speakers, Various Techniques for Neutralisation of MTI iInfluence – Exercises, Listening Comprehension – Exercises. Information Transfer : Oral Presenttions - Examples. Common Errors in Pronunciation.

#### **Course Outcomes: On completion of this course, students will be able to,**

- CO 1: Acquire basic English grammar and essentials of language skills and also clarifies the nuances of phonetics, intonation and pronunciation.
- CO 2: Get familiarized with English vocabulary and language proficiency
- CO 3: Improve the functional effectiveness through identifying common errors in spoken and written communication.
- CO 4: Understand and Improve the non verbal communication and kinesics.
- CO 5: Write campus recruitment exams, engineering competitive exams and all other general competitive exams

#### **Question paper pattern**

The SEE question paper will be set for 100 marks and the pattern of the complete question paper will be objective type, the marks scored by the student will be proportionately reduced to 60 marks.

## **Text Book**

- 1) **English Language Communication Skills – Lab Manual cum Workbook** by Rajesh kumar Sing and et al, Published by Cengage learning India Pvt Limited [Latest Edition] – 2018.
- 2) **Communication Skills** by Sanjay Kumar and PushpaLata, Published by Oxford University Press - 2018. **Refer the workbook – “Technical Communication Skills – I ”** for activities and exercises by Sanjay Kumar and et.al, Oxford University Press – 2018.

## **Reference Books**

- 1) **High School English Grammar & Composition** by Wren & Martin, S Chandh Publisher – 2015.
- 2) **English for Technical Communication** by N P Sudharshana and C Savitha, Cambridge University Press – 2016.
- 3) **Effective Technical Communication – Second Edition** by M Ashraf Rizvi, McGraw Hill Education (India) Private Limited – 2018.
- 4) **Technical Communication** by Gajendra Singh Chauhan and et.al, Cengage learning India Pvt Limited [Latest Edition] - 2018.

## **Web Links and Video Lectures**

<https://india.oup.com/Oxfordachiever>  
<https://India.cup.com/Cambridge Empower>  
[www.unacademy.com/lesson/future-perfect-tense/YQ9NSNQZ](http://www.unacademy.com/lesson/future-perfect-tense/YQ9NSNQZ)  
<https://goo.gl/mne8XW>  
<https://banking addaenglish> - <https://t.me/adda247youtube> For All the Videos & Lectures relating to IELTS, GRE, TOFEL& other exams like UPSC/State/SSB/IBPS