

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELAGAVI

Proposed Syllabus for 2018-2022

Technical Communication (English) - II

(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 : 18EGH28

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 : II

Credits : 1

Course Learning Objectives: The course (18EGHL28) will enable the students,

- To assimilate and get familiarized with English vocabulary and language proficiency
- To improve Technical writing and Presentation skills
- To identify the common errors in speaking and writing English
- To improve Employment and Workplace communication skills

Module - I

Identifying Common Errors in Writing and Speaking English

- Grammar - Subject Verb Agreement (Concord Rules with Exercises), Common errors in Subject-verb agreement, Noun-pronoun agreement, Adjective, Adverb, Verb, Sequence of Tenses, Misplaced modifiers, Articles and Prepositions, Common errors in Conjunctions, Word Order, Errors due to the Confusion of words, Common errors in the use of Idioms and phrases, Gender, Singular & Plural.

Module - II

Nature and Style of sensible writing

- Organizing Principles of Paragraphs in Documents, Writing Introduction and Conclusion, Importance of Proper Punctuation, The Art of Condensation (Precise writing) and Techniques in Essay writing, Common Errors due to Indianism in English Communication, Redundancies & Clichés.

Module - III

Technical Reading and Writing Practices

- Effective Technical Reading and Writing Practices, Technical Reports writing and Technical Proposals Writing, Grammar – Voice (Active and Passive Voices) and Reported Speech, Vocabulary – Analogies, Words Confused/Misused,

Collocations. The Listening Comprehension, Spotting Errors Exercises, Sentence Improvement Exercises, Cloze Test and Theme Detection exercises.

Module - IV

Communication for Employment

- Components of a Formal Letter, Formats and Types of Business Letters, Model Letter of Application (Cover Letter) with Resume, Email and Blog Writing, Reading Skills and Reading Comprehension.

Module - V

Communication at Workplace

- Interpersonal Communication Skills, Non-Verbal Communication Skills (Body Language), Group Discussion and Employment Interviews, Presentation skills and Formal Presentations by Students, Dialogues in Various Situations (Practical Session by Students).

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

CO 1: Acquire basic English grammar and essentials of language skills.

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: Improve nature and style of sensible writing, and also improve employment and workplace communication skills.

CO 5: Improve their Technical Communication Skills through Technical writing and Reading practices.

CO 6: 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 Books

1. **Technical Communication** by Gajendra Singh Chauhan and et.al, 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 - II”** 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 Language Communication Skills – Lab Manual cum Workbook** by Rajesh kumar Sing and et al, Published by Cengage learning India Pvt Limited [Latest Edition] – 2018.
3. **Effective Technical Communication** – Second Edition by M Ashraf Rizvi, McGraw Hill Education (India) Private Limited – 2018.
4. **Technical Communication** – Principles and Practice, Third Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press 2017.

Web Links and Video Lectures

<https://india.oup.com/Oxfordachiever>

<https://India.cup.com/Cambridge Empower>

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