

<b>Devi Ahilya University, Indore, India Institute of Engineering &amp; Technology</b>				<b>BE-I Year (Common to all branches) Semester- 1</b>			
<b>Subject Code &amp; Name</b>	<b>Instructions Hours per Week</b>			<b>Credits</b>			
<b>SSR1S1: Technical English</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Total</b>
<b>Duration of Theory Paper: 3 Hours</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>3</b>	<b>1</b>	<b>-</b>	<b>4</b>

**Learning Objectives:**

- To develop the English communication skills in terms of reading, writing and understanding of Engineering terms.
- To develop the technical ideas in English and to be able to express the technical ideas.

**Pre requisites:** Basic knowledge of English and communication skills

**COURSE OF CONTENTS**

**UNIT I**

Basic of technical communication: Meaning of technical communication; process of communication; Forms of communication: Verbal and Non-verbal; technology-enabled communication; Barriers to communication; Essentials of effective communication; Types of communication; Defining audiences for technical communication; Aspects of communication: Global, Ethical and Legal.

**UNIT II**

Professional correspondence: Qualities of professional correspondence: Goodwill techniques; Types of correspondence: Letters, Memos, E-mails; Business Letters: Elements of a Letters, Basic Letter Formats; Types of Business Letters: Positive Letters, Negative Letters, Inquiry Letters, Sales Letters, Complain and Adjustment Letters. Memos: Meaning and Format of Memos. Writing job application letters & Designing Resumes; Meeting and Minutes.

**UNIT III**

Technical Writing: Meaning & Concept of Technical Writing: Process of Technical Writing: Forms of Technical Writing: Technical Description, Summaries, Instructions & User Manuals: Technical Reports: Meaning and Essentials of Good Report Writing: Classification of Reports; Report Formats: Formal and Informal; Common Informal Technical Reports: Progress Reports, Lab Reports, Feasibility reports, Problem Solving Reports.

**UNIT IV**

Reading Comprehension; Precis Writing; Expansion of an idea; Dialogue Writing; Paragraph Writing (Related to Technical Communication).

**UNIT V**

Foreign Words & Phrases; Antonyms and Synonyms; Transitional Words and Phrases; Articles, Use of Prepositions, Modal Verbs, Connectives, Relative Clauses, Noun/Nominal Compounds: Correction of Sentences and Homophones; Punctuation, Abbreviations, Capitalization and Number Usage; Use of Technical Words and Jargons.

**Learning Outcomes:**

Upon completing the course, students will be able to:

- Apply various technical terms and terminologies practically
- The course aims at developing the fundamentals of Technical English and mastery in the

professional writing like Business letters, Business correspondence .designing Business Memorandum, Resume and E-mail writing.

- Will be able to write formal and informal reports in work place.
- Will have complete knowledge of comprehending different passages and Precis writing.
- Apply various grammatical skills practically.

**BOOKS RECOMMENDED:**

- [1] A. Esenberg, A Beginner's Guide to Technical Communication, McGraw-Hills.
- [2] A. J. Rutherford, Basic Communication Skills for Technology, Pearson Education Asia.
- [3] C. L. Bovee, J. V. Thill & B Schatzman, Business Communication Today, 7/e, Pearson Education, 2002.
- [4] R. V. Lesikar, J. D. Perrit, Jr., & ME Flatley, Lesikar's Basic Business Communication.
- [5] R. C. Sharma and K. Mohan, Business Correspondence and Report Writing, Tata McGraw-Hill, 2002.