K.L.N. COLLEGE OF ENGINEERING (AUTONOMOUS)

DEPARTMENT OF ENGLISH

Vision

➢To provide an atmosphere to impart all the four language skills and imbibe necessity to know more about the language

➢To inculcate fidelity to supplement technical education.

➢To train the students with appropriate communication skills for enhancing their employability and higher studies

Mission

➢To inculcate confidence among the students helping them to get placed and raise themselves at any situation

➢To teach the students to adopt to the trivialities of English language.

Advanced Technical Communication

(20HS201)

SYLLABUS

(Under Regulations 2020)

Semester – 2	20HS201 -Advanced Technical Communication	L	T	P	C
		3	-	-	3
		Total Periods - 45			

Course Objective

This course is designed for Engineering and Technology curriculum enabling the students to learn, acquire and apply updated elements of English communication. The course is aimed at providing effective skills for procuring communication skills for business and advanced technology.. Students will benefit by learning the four skills – Listening, Speaking, Reading and Writing – to meet the global requirements for their career and higher studies.

Unit – 1

Listening: Listening to audio-visuals on personal Interviews, Speeches from Company CEOs, TV Debates

Speaking: Wishing, Greeting, Enquiring Hobbies

Reading: Editorials, Letter to the Editor Columns, Technical Papers

Writing: Analytical writings, Emphasis Techniques, Letter Writing – Business Correspondence, Abstract Writing, Common Errors, Footnotes, Compound words, Preparation of Agenda

Unit – 2

Listening: Listening to Audio-Visual documentary, TV Programs of Celebrities Forum

Speaking: Self-Expression, Introducing the fellow students, Talking about celebrities, leaders

Reading: Company Correspondence, Business Correspondence, Technical Text for Vocabulary

Writing: Bibliography, Sentence Completion, Cloze exercises, Verbal Analogy, Letter – Business enquiry orders, payments, Minutes Preparation

Unit – 3

Listening: Visuals on Group Discussion-Understanding the nuances of GD – Approach – Content - Methodology

Speaking: Discussing main points on burning issues, Social issues – Expressing ideas and suggestions

Reading: Etiquettes of Non-Verbal Communication

Writing: List of common expressions for specified situations – Sentence linkers – Formal Expressions – Suggestions – Reported Speech - Letter to the Editor on Common Issues – Writing the Points in Indirect Form – Check Lists – Numerical Expressions

Unit – 4

Listening: Listening to Visuals of Technical Paper presentation – Technical and HR interviews

Speaking: Peer-to-Peer Interview – Mock Interview – Telephone Conversations

Reading: Comparative Analyses – Instructions on Public Spots – Time Management concepts – Email Correspondence

Writing: Compare and Contrast – Cause and Effect – Purpose and Function – Job Application Letter – Drafting Resume / CV,– Inferring the graphical / Pictorial representations – Bar chart – Pie chart, Instruction – common and technical instructions for a process or a component

Unit -5

Listening: Key note speeches – Annual Reports of institutions / companies

Speaking: Answering to the Mock Panel Interview – Sharing of interview experiences – presenting a Technical Paper

Reading: Annual Reports – Company Reports – Newspaper reports – Comprehension passages

Writing: Homophones – Abbreviations and Acronyms – SI Units – Report Writing with

recommendations – Inferring the Graph – Flow Chart – Tables – Technical Papers

Course Outcomes

On the successful completion of the course, students will be able to

CO	Outcome	K Level
CO1	Listen, Understand and create technical correspondence at advanced level	Understand
CO2	Respond or answer to the contextual questions, interview questions, form instructions, draft reports	Apply
CO3	Speak and analyze social issues, come out with effective ideas for discussion, understand the passages for meaning and vocabulary	Analyze
CO4	Assess error free technical writings, create legible and coherent technical papers, derive ideas of the given texts in a precise form	Evaluate
CO5	Remember the updated elements of communication skills, nuances of non-verbal communication, business communication	Remember
CO6	Create technical instructions, process instructions, self-appraisals, Resumes, reports on various situations	Create

Assessment Pattern

Bloom's Category	Centralized Internal Tests				End Semester Examination
	1	2	3	Model Test	
Remember	30	20	10	10	20
Understand	30	20	10	10	20
Apply	40	40	20	20	20
Analyse	-	20	20	20	10
Evaluate	-	-	20	20	10
Create	-	-	20	20	20

Text Book

1. Board of editors. **Fluency in English A Course book for Engineering and Technology.** Orient Blackswan, Hyderabad: 2016

2. Raman, Meenakshi and Sharma, Sangeetha- **Technical Communication Principles and Practice.**Oxford University Press: New Delhi,2014.

Reference Books

1. Booth-L. Diana**, Project Work,** Oxford University Press**,** Oxford: 2014
2. Grussendorf, Marion, **English for Presentations,** Oxford University Press, Oxford: 2007

3. Means, L. Thomas and Elaine Langlois, **English & Communication For Colleges.** Cengage Learning, USA: 2007

Course Contents and Lecture Schedule

Unit No - 1	Topic	Planned Date	Actual Date
1	Analytical writings		
2	Emphasis Techniques		
3	Letter Writing – Business Correspondence		
4	Letter Writing		
5	Abstract Writing		
6	Common Errors		
7	Footnotes		
8	Compound words		
9	Preparation of Agenda		

Unit No - 2	Topic	Planned Date	Actual Date
1	Bibliography		
2	Sentence Completion		
3	Cloze Exercises		
4	Verbal Analogy		
5	Letter – Business enquiry for orders		
6	Letter –Business enquiry for payments		
7	Minutes Preparation		
8	Self- introducing		
9	Speaking about celebrities		

Unit No - 3	Topic	Planned Date	Actual Date
1	List of common expressions for specified situations		
2	Sentence linkers		
3	Formal Expressions		
4	Suggestions		
5	Reported Speech - statements		
6	Reported Speech - Questions		
7	Letter to the Editor on Common Issues – Writing the Points in Indirect Form		
8	Check Lists		
9	Numerical Expressions		

Unit No - 4	Topic	Planned Date	Actual Date
1	Compare and Contrast		
2	Cause and Effect		
3	Purpose and Function		
4	Job Application Letter – Drafting Resume / CV, Creating a bios		
5	Job Application Letter – Drafting Resume / CV, Creating a bios		
6	Inferring the graphical / Pictorial representations – Bar chart – Pie chart		
7	Inferring the graphical / Pictorial representations – Bar chart – Pie chart		
8	Instruction – common		
9	Instruction – technical process		

Unit No - 5	Topic	Planned Date	Actual Date
1	Homophones		
2	Abbreviations and Acronyms		
3	SI Units		
4	Report Writing with recommendations		
5	Report Writing with recommendations		
6	Inferring the Graph – Flow Chart –		
7	Inferring the Graph – Flow Chart – Tables –		
8	Drafting of Technical Papers		
9	Creating technical presentations on Power Point		

Course Level Assessment Questions

Course Outcome 1 (CO1):

1. Students are tested in listening to brief speech texts of technical and business nature.

2. Students will be put to test to address the need of effective communication for career

3. The understanding level of students will be tested on advanced technical communication.

Course Outcome 2 (CO2):

1. Students are assessed in their ability to answer common interview questions
2. Practices on creating instructional statements and applying recommendations will be put on the students.
3. Exercises on skills related to tenses, vocabulary and grammatical aspects in drafting reports of technical nature and analytical basis will be given to the students.

Course Outcome 3 (CO3):

1. Students will be tested on their ability to discuss the social issues in group form.
2. Reading and understanding of words and their meanings will be tested by providing the students with advanced technical texts
3. Students will be assessed their level of understanding and answering comprehensive passages

Course Outcome 4 (CO4):

1. Students will be asked to apply appropriate vocabulary, grammatical elements for error free language
2. Tests on their knowledge about coherence and contextual learning will be introduced
3. Exercises will be given on précis writing and generation of main ideas from the texts.

Course Outcome 5 (CO5):

1. Students will undergo tests on grasping the difference between Verbal communication and Non-verbal communication
2. Elements of effective business communicative skills will be exposed to students and their level of learning will be tested.
3. Exposure to effective power point presentations on technical topics will be made and their ability will be tested.

Course Outcome 6 (CO6):

1. Students will be asked to create instructional statements on given situations
2. Tests on responding to panel interview and self-introduction will be made.
3. Students will be tested on their ability to draft the resume and CV, reports on various issues and cases.