TECHNICAL ENGLISH - II

Semester	: II	CIE Marks	: 40
Course Code	: 18EGH28	SEE Marks	: 60
Teaching Hours/week (L:T:P)	: 0:2:0	Exam Hours	: 03
	Credits : 01		

Course Objectives:

The course Technical English – II will enable the students,

* To implement English vocabulary at command and ensure language proficiency
* To Achieve better Technical writing and Presentation skills
* Identify the common errors in speaking and writing English
* Acquire Employment and Workplace communication skills

Language Lab

For augment LSRW and GV skills (Listening, Speaking, Reading, Writing and Grammar, Vocabulary) through tests, activities, exercises etc., comprehensive web-based learning and assessment systems can be referred.

Module - I

Identifying Common Errors in Writing and Speaking English

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.

(RBT Levels : L1, L2 & L3)

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.

(RBT Levels : L1, L2 & L3)

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 Error Exercises, Sentence Improvement Exercises, Cloze Test and Theme Detection Exercises.

(RBT Levels : L1, L2 & L3)

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.

(RBT Levels : L1, L2 & L3)

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 Sessions by Students).

(RBT Levels : L1, L2 & L3)

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

CO 1: Identify common errors in spoken and written communication
CO 2: Get familiarized with English vocabulary and language proficiency
CO 3: Improve nature and style of sensible writing and acquire employment and workplace communication skills
CO 4: Improve their Technical Communication Skills through Technical Reading and Writing practices
CO 5: Perform well in campus recruitment, engineering and all other general competitive examinations

Question paper pattern:
The SEE question paper will be set for 100 marks and the pattern of the question paper will be objective type (MCQ).

Textbooks:
1. **Technical Communication** by Gajendra Singh Chauhan and Et al, Cengage learning India Pvt Limited [Latest Revised Edition] - 2018.
2. **Communication Skills** by Sanjay Kumar and Pushp Lata, Oxford University Press - 2018. **Refer it's workbook** for activities and exercises – "Communication Skills – II (A Workbook)" published by Oxford University Press – 2018.

Reference Books :

1. **High School English Grammar & Composition** by Wren and Martin, S Chandh & Company Ltd – 2015.

2. **English Language Communication Skills – Lab Manual cum Workbook,** Cengage learning India Pvt Limited [Latest Revised Edition] – 2018.

3. **Technical Communication** – Principles and Practice, Third Edition by Meenakshi Raman and Sangeetha Sharma, Oxford University Press 2017.

4. **Effective Technical Communication** – Second Edition by M Ashraf Rizvi, McGraw Hill Education (India) Private Limited – 2018.

5. **Intermediate Grammar, Usage and Composition** by M.L.Tichoo, A.L.Subramanian, P.R.Subramanian, Orient Black Swan – 2016.