

Technical English & Communication Skills

CHE/CE/CS/IT-114 Technical English & Communication Skills **I Semester**

EC/EE/ME-124 Technical English & Communication Skills **II Semester**

Lectures: 4 period / week

Tutorials: 1 period/week

Sem End Exam Duration: 3 hours

Internal Marks: 40

Semester End Exam Marks: 60

Credit: 4

Unit – I

1. Kinesis.
2. Interpersonal Skills.
3. Intrapersonal Skills.
4. Case Studies.

Unit - II Lexis

1. Vocabulary.
2. Analogies.
3. Homonyms, Eponyms, Acronyms.
4. Confusable words.
5. One word substitute.

Unit - III Syntax and Advanced Grammar

1. Correction of sentences.
2. Advanced grammar.
 - a. Parallelism.
 - b. Dangling modifiers.
 - c. Tautology.
 - d. Ambiguity.
 - e. Word order.
 - f. Shift in tense, mood, voice.

Unit - IV Office Communication

1. Letter writing.
2. Memos.
3. E-mail.
4. Note taking, Note making.
5. Routing slips.
6. Foreign Expressions.
 - a. French -20.
 - b. Spanish - 10.
 - c. Italian/Latin - 20.
 - d. Japanese - 10.
 - e. German - 10.
 - f. Russian - 10.
 - g. Chinese - 10.

LEARNING RESOURCES

TEXT BOOK:

1. Communication Skills - Sanjay Kumar & Pushpa Latha (OUP) - 2nd Impression, 2012

REFERENCE BOOKS:

1. Technical Communication - Meenakshi Raman & Sangeeta Sharma, Oxford Semester Press, 6th Impression, 2012.
2. Oxford Dictionary of English Idioms - John Ayto, OUP Oxford, 08-Jul-2010
3. Dictionary of word origins - John Ayto, Bloomsbury, 2001.
4. Harbrace Hand book of English.
5. Mc Graw Hill's Hand Book of English Grammar and Usage - Markm Lysstar, Larry Beason, 2005.
6. College Hand book.