

**B.E. I SEM  
TECHNICAL ENGLISH - I**

Subject Code	Subject	Stream	L- T- P	Credits
21HU13	<b>TECHNICAL ENGLISH - I</b>	Humanities	2 - 0 - 0	02

**CIE: 50      SEE: 50                      SEE: 1hr 30 Minutes                      Total: 28 Hours**

**Course Objectives :**

To enable the students to obtain the basic knowledge about Communication Skills - I in the following topics:-

- . The Meaning, definition, importance, purpose, process, types, barriers and essential of communication.
- . Develop reading and understanding ability
- . Learn effective writing
- . Learn how to write different types of letter.
- . Case method of learning

**Module - I**

**INTRODUCTION TO COMMUNICATION:** Meaning, Definition, Importance & Purpose of Communication, Process of Communication, Types of Communication, Communication network in an organization, 7c's of communication, Barriers to Communication and Essential of good Communication. 6 HOURS

**Module – II**

**READING AND UNDERSTANDING – Reading Comprehension – Reading rate and reading comprehension, Paraphrasing, Interpretations of graphical information, Book reading and summarizing it.** 6 HOURS

**Module -III**

**EFFECTIVE WRITING.**

Purpose of Writing, Clarity in Writing, Principle of Effective Writing. Better writing using personal Experiences – Describing a person, situation, memorable events etc.... 5 HOURS

**Module -IV**

**DRAFTING OF LETTERS:**

Writing different types of letters – writing for employment, joining letter, complaints & follows up, Enquiries, representation etc. Official Communication – e-mail & Social Media. 6 HOURS

**Module - V**

**CASE METHOD OF LEARNING:**

Understand Case method of learning, different type of cases, overcoming the difficulties of the case method, analyzing the case. Do's & Don'ts for case preparation.

5 HOURS

**Pre requisites:** None

**Course Outcomes:** At the end of the course the students will be able to

<b>CO 1</b>	Explain about basic of Communication
<b>CO 2</b>	Develop reading and understanding ability. ,
<b>CO 3</b>	Learn effective writing
<b>CO 4</b>	Learn how to write different types of letter
<b>CO 5</b>	Analyze a Case study and solve

CO/PO, PSO MAPPING WITH WEIGHTS

	PO-1	PO-2	PO-3	PO-4	PO-5	PO-6	PO-7	PO-8	PO-9	PO-10	PO-11	PO-12
CO1						2.00		2.00	2.00	3.00		3.00
CO2						2.00		2.00	2.00	3.00		3.00
CO3						2.00		2.00	2.00	3.00		3.00
CO4						2.00		2.00	2.00	3.00		3.00
CO5						2.00		0.00	2.00	3.00		2.00
AVG PO						2.00		1.60	2.00	3.00		2.80

### **Teaching methodology**

Teacher/ student -Centered Approach to Learning, ICT Tools, Group Assignment, Case Study

### **Pattern of question paper**

Solve all five full questions selecting atleast one question from each module

### **Text Books:**

1. Scotofer, contemporary business communication, Biztant ra Hardcover – 23 January 1998
2. Chaturvedi P D & Mukesh chaturvedi - Business communication: Concepts, cases & applications- 2/e, 2nd Edition pearson education.
3. Essential of Business communication – Rajendra Pal and J.S Korlhall – Sultan Chand & Sons, New Delhi.

### **Reference Books:**

1. Business correspondence & report writing – R.C.Sharma, Krishna Mohan – Tata Megraww Hill Publising Company Ltd, New Delhi.
2. Business Communcation – K.K. Sinha – Galgotio Publishing Company, New Delhi.

### **E – BOOKS & ONLINE RESOURCES**

<https://www.skillsyouneed.com/ips/communication-skills.html>

<http://103.5.132.213:8080/jspui/bitstream/123456789/1122/1/Communication%20Skills.pdf>

<https://www.skillsyouneed.com/docs/communication-skills-PV.pdf>

**NPTEL/ SWAMYAM/MOOCs: TECHNICAL ENGLISH FOR ENGINEERS (8 Weeks)**

Prof AYSHA IQBAL , Department of HSS, IIT MADRAS