

18EN301		Effective Technical Communication			L	T	P	C
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Course Objectives:								
To help students								
1.	• to participate actively in technical writing activities.							
2.	• to apply technical information and knowledge in practical documents.							
3.	• to revise and edit draft effectively							
4.	• to develop professional work habits.							
Methodology								
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<ul style="list-style-type: none"> • Technical Writing – writing reports - project report and event report, newsletter, technical articles, draft writing, official notes, business letters, progress reports, and minutes of meetings. • Basics of grammar – tenses, phrasal verbs, punctuations, prepositions, study of advanced grammar – sentences cohesion and coherence, Idioms and phrases. • Developing Professional work habits, Self-development and Assessment, Personal goal setting, career planning, E-mail etiquettes, Telephone etiquettes. • Interview preparation, power-point presentation, group discussions. • Speaking on advanced technical topics, project review, public speaking, defending opinions, review of newspaper articles. 								
Course Outcomes:								
<i>Upon completion of this course, the students will be able to:</i>								
CO1	:	Prepare error free technical document reports and drafts efficiently.						
CO2	:	Write technical documents grammatically sound						
CO3	:	Be creative in setting targets in the work place.						
CO4	:	Answer questions posed by interviewers confidentially						
CO5	:	Form opinions, organize ideas, illustrate points, explain and defend viewpoint.						
Text Books/ Reference Books:								
1.	David F. Beer and David McMurrey, Guide to writing as an Engineer, John Willey. New York, 2004							
2.	Diane Hacker, Pocket Style Manual, Bedford Publication, New York, 2003. (ISBN 0312406843)							
3.	Shiv Khera, You Can Win, Macmillan Books, New York, 2003.							
4.	Evans, D, Decision maker, Cambridge University Press, 2010.							
5.	Sanjay kumar and Pushp Lata, Language and Communications skills for engineers, Oxford University press, India, 2018							
6.	Muralikrishna, C and Sunita Mishra, Communication Skills for engineers, Pearson Education India ltd, 2011							
7.	Ronald Carter, Michael Mc Carthy, Geraldine Mark and Anne O Keeffe, English Grammar Today, Cambridge University Press, India, 2016.							