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HS6251 TECHNICAL ENGLISH II

L T P C 3 1 0 4

UNIT I 9+3

Listening - Listening to informal conversations and participating; Speaking - Opening a conversation (greetings, comments on topics like weather) - Turn taking - Closing a conversation (excuses, general wish, positive comment, thanks); Reading - Developing analytical skills, Deductive and inductive reasoning - Extensive reading; Writing - Effective use of SMS for sending short notes and messages - Using „emoticons“ as symbols in email messages; Grammar - Regular and irregular verbs - Active and passive voice; Vocabulary - Homonyms (e.g. „can“) - Homophones (e.g. „some“, „sum“); E-materials - Interactive exercise on Grammar and vocabulary – blogging; Language Lab -Listening to different types of conversation and answering questions.

UNIT II 9+3

Listening - Listening to situation based dialogues; Speaking - Conversation practice in real life situations, asking for directions (using polite expressions), giving directions (using imperative sentences), Purchasing goods from a shop, Discussing various aspects of a film (they have already seen) or a book (they have already read); Reading - Reading a short story or an article from newspaper, Critical reading, Comprehension skills; Writing - Writing a review / summary of a story / article, Personal letter (Inviting your friend to a function, congratulating someone for his / her success, thanking one’s friends / relatives); Grammar - modal verbs, Purpose expressions; Vocabulary - Phrasal verbs and their meanings, Using phrasal verbs in sentences; E-materials – Interactive exercises on Grammar and vocabulary, Extensive reading activity (reading stories / novels), Posting reviews in blogs - Language Lab - Dialogues (Fill up exercises), Recording students” dialogues.

UNIT III 9+3

Listening - Listening to the conversation - Understanding the structure of conversations; Speaking - Conversation skills with a sense of stress, intonation, pronunciation and meaning – Seeking information – expressing feelings (affection, anger, regret, etc.); Reading - Speed reading – reading passages with time limit - Skimming; Writing - Minutes of meeting – format and practice in the preparation of minutes - Writing summary after reading articles from journals - Format for journal articles – elements of technical articles (abstract, introduction, methodology, results, discussion, conclusion, appendices, references) - Writing strategies; Grammar - Conditional clauses – Cause and effect expressions; Vocabulary - Words used as nouns and verbs without any change in the spelling (e.g. „rock“, „train“, „ring“); E-materials - Interactive exercise on Grammar and vocabulary -Speed Reading practice exercises; Language Lab - Intonation practice using EFLU and RIE materials– Attending a meeting and writing minutes.

UNIT IV 9+3

Listening - Listening to a telephone conversation, Viewing model interviews (face-to-face, telephonic and video conferencing); Speaking - Role play practice in telephone skills - listening and responding, -asking questions, -note taking – passing on messages, Role play and mock interview for grasping interview skills; Reading - Reading the job advertisements and the profile of the company concerned –scanning; Writing - Applying for a job – cover letter - résumé preparation – vision, mission and goals of the candidate; Grammar - Numerical

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expressions - Connectives (discourse markers); Vocabulary -Idioms and their meanings – using idioms in sentences; E-materials - Interactive exercises on Grammar and Vocabulary - Different forms of resumes- Filling up a resume / cover letter; Language Lab - Telephonic interview – recording the responses - e-resume writing.

UNIT V 9+3

Listening - Viewing a model group discussion and reviewing the performance of each participant -Identifying the characteristics of a good listener; Speaking - Group discussion skills – initiating the discussion – exchanging suggestions and proposals – expressing dissent/agreement – assertiveness in expressing opinions – mind mapping technique; Reading - Note making skills – making notes from books, or any form of written materials - Intensive reading; Writing – Checklist - Types of reports –Feasibility / Project report – report format – recommendations / suggestions – interpretation of data (using charts for effective presentation); Grammar - Use of clauses; Vocabulary – Collocation; E-Material - Interactive grammar and vocabulary exercises - Sample GD - Pictures for discussion, Interactive grammar and vocabulary exercises; Language Lab - Different models of group discussion.

TEXTBOOKS:

1. Department of English, Anna University. Mindscapes: English for Technologists and Engineers. Orient Blackswan, Chennai. 2012
2. Dhanavel, S.P. English and Communication Skills for Students of Science and Engineering. Orient Blackswan, Chennai. 2011

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1. Anderson, Paul V. Technical Communication: A Reader-Centered Approach. Cengage. New Delhi. 2008
2. Muralikrishna, & Sunita Mishra. Communication Skills for Engineers. Pearson, New Delhi. 2011
3. Riordan, Daniel. G. Technical Communication. Cengage Learning, New Delhi. 2005
4. Sharma, Sangeetha & Binod Mishra. Communication Skills for Engineers and Scientists. PHI Learning, New Delhi. 2009
5. Smith-Worthington, Darlene & Sue Jefferson. Technical Writing for Success. Cengage, Mason USA. 2007