

HS8251 TECHNICAL ENGLISH SYLLABUS

L T P C 4 0 0 4

OBJECTIVES:

The Course prepares second semester engineering and Technology students to:

- Develop strategies and skills to enhance their ability to read and comprehend engineering and technology texts.
- Foster their ability to write convincing job applications and effective reports.
- Develop their speaking skills to make technical presentations, participate in group discussions.
- Strengthen their listening skill which will help them comprehend lectures and talks in their areas of specialization.

UNIT I INTRODUCTION TECHNICAL ENGLISH 12

Listening- Listening to talks mostly of a scientific/technical nature and completing information-gap exercises- Speaking –Asking for and giving directions- Reading – reading short technical texts from journals- newspapers- Writing- purpose statements – extended definitions – issue-writing instructions – checklists-recommendations-Vocabulary Development- technical vocabulary Language Development –subject verb agreement - compound words.

UNIT II READING AND STUDY SKILLS 12

Listening- Listening to longer technical talks and completing exercises based on them- Speaking – describing a process-Reading – reading longer technical texts- identifying the various transitions in a text- paragraphing- Writing- interpreting charts, graphs- Vocabulary Development vocabulary used in formal letters/emails and reports Language Development- impersonal passive voice, numerical adjectives.

UNIT III TECHNICAL WRITING AND GRAMMAR 12

Listening- Listening to classroom lectures/ talks on engineering/technology -Speaking – introduction to technical presentations- Reading – longer texts both general and technical, practice in speed reading; Writing-Describing a process, use of sequence words- Vocabulary Development- sequence words- Misspelled words. Language Development- embedded sentences

UNIT IV REPORT WRITING 12

Listening- Listening to documentaries and making notes. Speaking – mechanics of presentations- Reading – reading for detailed comprehension- Writing- email etiquette- job application – cover letter –Résumé preparation (via email and hard copy)- analytical essays and issue based essays--Vocabulary Development- finding suitable synonyms-paraphrasing Language Development- clauses- if conditionals.

UNIT V GROUP DISCUSSION AND JOB APPLICATIONS 12

Listening- TED/Ink talks; Speaking –participating in a group discussion -Reading– reading and understanding technical articles Writing– Writing reports- minutes of a meeting- accident and survey-Vocabulary Development- verbal analogies Language Development- reported speech.

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For Questions, Notes, Syllabus & Results

TEXT BOOKS:

1. Board of editors. Fluency in English a Course book for Engineering and Technology. Orient Blackswan, Hyderabad: 2016
2. Sudharshana. N. P and Saveetha. C. English for Technical Communication. Cambridge University Press: New Delhi, 2016.

REFERENCES:

1. Raman, Meenakshi and Sharma, Sangeetha- Technical Communication Principles and Practice. Oxford University Press: New Delhi, 2014.
2. Kumar, Suresh. E. Engineering English. Orient Blackswan: Hyderabad, 2015
3. Booth-L. Diana, Project Work, Oxford University Press, Oxford: 2014.
4. Grussendorf, Marion, English for Presentations, Oxford University Press, Oxford: 2007
5. Means, L. Thomas and Elaine Langlois, English & Communication for Colleges. Cengage Learning, USA: 2007 Students can be asked to read Tagore, Chetan Bhagat and for supplementary reading.