



# SILVER OAK UNIVERSITY

## Engineering and Technology (B.Tech.)

All Departments

**Subject Name:** Effective Technical Communication Skills  
Semester: 2<sup>nd</sup>

**Prerequisite:** Zeal to learn the subject

**Objective:** The objective of the curriculum is to help students learn technical communication along with the necessary moral and ethical dimensions of engineering.

### Teaching and Examination Scheme:

Teaching Scheme			Credits C	Evaluation Scheme				Total Marks
L	T	P		Internal		External		
				Th	Pr	Th	Pr	
1	0	2	2	40	50	60	---	150

### Content:

Unit No.	Course Contents	Teaching Hours	Weightage %
1	<b>Unit-1 Communication: An Introduction</b> <ul style="list-style-type: none"> <li>• Definition and Process of Communication</li> <li>• Kinesics</li> <li>• Paralinguistic</li> <li>• Proxemics</li> <li>• Chronemics</li> <li>• Importance and Purpose of Communication</li> <li>• Types of Communication</li> </ul>	5	20
2	<b>Unit-2 Listening Ability</b> <ul style="list-style-type: none"> <li>• Hearing and Listening</li> <li>• Types of Listening</li> <li>• Barriers to Effective Listening</li> <li>• Traits of a Good Listener</li> </ul>	2	10

3	<b>Unit-3 Art of Effective Reading</b> <ul style="list-style-type: none"> <li>• Purpose of Reading</li> <li>• Reading Strategies</li> <li>• Techniques of reading</li> <li>• Intensive and Extensive Reading</li> </ul>	3	20
4	<b>Unit-4 Effective Writing Skills</b> <ul style="list-style-type: none"> <li>• Elements of Effective Writing (What is Writing?)</li> <li>• Paragraph writing</li> <li>• Business Letters</li> <li>• Report Writing</li> <li>• E-mail etiquettes</li> </ul>	4	20
5	<b>Unit-5 Oral Communication (Speaking Skills)</b> <ul style="list-style-type: none"> <li>• Importance of Spoken English</li> <li>• Paralinguistic Features</li> <li>• Barriers of Speaking Skills</li> <li>• Types of Speaking Skills</li> </ul>	4	10
6	<b>Unit-6 Presentation Strategies</b> <ul style="list-style-type: none"> <li>• Defining the Purpose of Presentation</li> <li>• How to Make an Effective Presentation <ul style="list-style-type: none"> <li>i) Analyzing audience and locale</li> <li>ii) Organizing content and preparing an outline</li> </ul> </li> </ul>	4	20

**Course Outcome:**

<b>Sr. No.</b>	<b>CO statement</b>	<b>Unit No</b>
<b>CO-1</b>	Fundamental of Communication Skills	1
<b>CO-2</b>	Enhancement of Listening Skills	2
<b>CO-3</b>	Development of Reading Skills	3
<b>CO-4</b>	Improving Writing Skills	4
<b>CO-5</b>	Developing Speaking Skills	5
<b>CO-6</b>	Effective Presentation Strategies	6

**Teaching & Learning Methodology:-**

- (1) The course includes a variety of topics where students have an opportunity to build presentation strategies, technical Writing skills, technical Speaking skills, technical Reading skills essential technical elements of Technical Communication Skills.
- (2) The students can develop Communication Skills by using Software which is available in the Language lab.
- (3) Lectures with a live practical example using Projector and Computer Experiments shall be performed in the laboratory related to course contents

**List of Experiments/Tutorials:**

<b>Sr. No.</b>	<b>Practical/ Exercise</b>	<b>Approx. Hours required</b>
<b>1</b>	Role Play	2
<b>2</b>	Letter writing: Formal	2
<b>3</b>	Presentations	4
<b>4</b>	Report writing	2
<b>5</b>	Group Discussion	2

**Major Equipment:**

- (1) Computer System
- (2) Headphone

**Books Recommended:-**

- 1.Raman and Sharma, *Technical Communications*, OUP, New Delhi, 2017
- 2.Lata and Kumar, *Communication Skills*, OUP, New Delhi, 2018
3. Mike Martin and Roland Schinzinger, *Ethics in Engineering*, McGraw Hill, New York, 2014
- 4.Mohapatra and Sreejesh S., *Case Studies in Business Ethics and Corporate Governance*, Pearson, UP, 2013
5. Ramesh and Ramesh, *The Ace of Soft Skills*, Pearson, UP, 2019
- 6.Sherfield, Montgomery and Moody, *Cornerstone: Developing Soft Skills*, UP, 2009

**List of Open Source Software/learning website:**

- 1 NPTEL tutorials
- 2 <http://www.coursera.org/>