



GUJARAT TECHNOLOGICAL UNIVERSITY

Program Name: Engineering

Level: Degree

Branch: All

Course / Subject Code : BE02000021

Course / Subject Name : English for Technical Communication

w. e. f. Academic Year:	2024 - 2025
Semester:	2 nd Semester
Category of the Course:	HSMC-02

Prerequisite:	Zeal to learn the subject
Rationale:	The rationale of the curriculum is to help students acquire knowledge of English language and Technical Communication Skills needed for academics and workplace

Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes	RBT Level
01	Understand the process of communication, types of communication and difference between technical and general communication.	U
02	Use diverse vocabulary and knowledge of grammar in both spoken and written communication for clarity and coherence.	C
03	Prepare formal content and professional documents with precision and conciseness.	C
04	Communicate in group, deliver effective presentations, grasp phonetics, employ active listening, and enhance reading across various genres.	N
05	Analyze and interpret different literary texts to understand and appreciate the use of language in various contexts and thereby gain a deeper understanding of different cultures, themes, and writing styles.	C

*Revised Bloom's Taxonomy (RBT)

Teaching and Examination Scheme:

Teaching Scheme (in Hours)			Total Credits L+T+ (PR/2)	Assessment Pattern and Marks				Total Marks
L	T	PR	C	Theory		Tutorial / Practical		
				ESE (E)	PA / CA (M)	PA/CA (I)	ESE (V)	
2	0	2	3	70	30	20	30	150



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Course Content:

Unit No.	Content	No. of Hours	% of Weightage
1.	Introduction to Technical Communication: Communication : Definition, purposes Process of communication Types of communication Technical Communication : Definition, Purposes, Characteristics Difference between Technical and General Communication	5	17
2.	Vocabulary Building & Grammar: One-word substitutes, Foreign and Technical Words, Introduction to Word Formation, Types of word formation processes: compounding, clipping, blending, derivation, creative respelling, coining and borrowing Acquaintance with prefixes and suffixes Synonyms, antonyms, and standard abbreviations and acronyms Grammar: Parts of speech, Tenses, Articles, Subject-Verb Agreement, Active Passive. (Suggestive list of One-word Substitutes, Synonyms & Antonyms, Foreign & Technical words, Standard Abbreviation and Acronyms is available in the link provided.)	6	20
3.	Developing Basic Writing Skill: Styles of Writing Paragraph Writing: elements and Practice Object / Picture / Scene Description Précis writing Proof Reading Completion of given story Letter Writing (Formats, Asking for leave, Apology, Appreciation, acknowledgement)	6	20
4.	Speaking skills: Introduction to Phonetics IPA Place of articulation, transcription Presentation skills- an Introduction Analyzing audience and locale Organizing a presentation Introduction to group communication Conversations, Debates, dialogues, and GDs	5	17



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	(Suggestive list of words for Phonetic Transcription is available in the link. provided.)		
5.	Listening & Reading Skills: Meaning, importance and purpose of listening Listening Vs. Hearing Types of listening Barriers to effective listening Traits of a good listener Introduction, Meaning and Purpose of reading Tips for improving reading skills Techniques for effective reading : Skimming, Scanning, Structure of text, Punctuation, Author's & Reader's point of view Reading Comprehension	4	13
6.	Enhancing Language through Literature: The Red Rice Granary by Sudha Murty The Gift of Magi by O. Henry The World-Renowned Nose by V.M.Basheer The Lady or, The Tiger? by Frank R. Stockton	4	13
Total		30	100

Suggested Specification Table with Marks (Theory):

Distribution of Theory Marks (in %)					
R Level	U Level	A Level	N Level	E Level	C Level
25	30	15	10	5	15

Where R: Remember; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create (as per Revised Bloom's Taxonomy)

References/Suggested Learning Resources:

(a) Books:

1. Wren P. C. and Martin H., *High School English Grammar & Composition*, S. Chand Publication, 2023
2. Raman M. and Sharma S., *Technical Communication*, OUP, New Delhi, 2017
3. Lata P. and Kumar S., *Communication Skills*, OUP, New Delhi, 2018
4. Kansakar T. R., *A Course in English Phonetics*, Orient Longman, 1998
5. Bansal R. K. and Harrison J. B., *Spoken English*, Orient Longman, 2013
6. Murty Sudha, *How I taught my Grandmother to Read and Other Stories*, Puffins Books, 2015



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7. *Gems of Wisdom - An anthology of short stories*, Macmillan Publishers India Ltd., 2013
8. Sudharshana N. P. and Savitha C., *English for Engineers*, Cambridge University Press, 2018
9. Richards Jack C., Hull Jonathan, Proctor Susan, *Interchange Intro, 1, 2, 3, 5th Edition*, Cambridge University Press, 2017
10. Hart Steve, Nair Aravind R, Bhambhani Veena, *Embark – English for Undergraduates*, Cambridge University Press, 2016

(b) Open source software and website:

1. https://drive.google.com/drive/folders/1sAjxiU1X3u47M7xSJDRy5roFISyMJodo?usp=drive_link - (Suggestive list of One-word Substitutes, Synonyms & Antonyms, Foreign & Technical words, Standard Abbreviation and Acronyms is available as well as words for phonetic transcription is available in this link.)

Suggested Course Practical List:

Sr. No.	List of Practical	No. of Hours
1	Short Speeches	2
2	Paragraph Writing and expansion of story	2
3	Listening Comprehension, Podcasts, Audio Books , Ted Talks	2
4	Vocabulary and Grammar practice	4
5	Reading comprehension and Précis Writing	2
6	Role Play	4
7	Letter Writing	2
8	Object / Picture / Scene Description	2
9	Debate	4
10	GDs	4
11	Phonetics (read aloud, accent imitation, articulation practice) (Unit 4)	2
12	Practical Assessment	2

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