



Kot Bhalwal, Jammu



Model Institute of Engineering  
& Technology (Autonomous)  
Course Handout

## COURSE HANDOUT

TECHNICAL COMMUNICATION (HSMC-201)

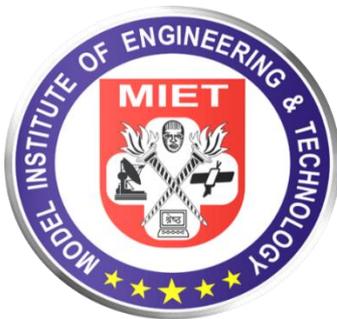
CSE-2<sup>ND</sup> SEMESTER

ACADEMIC YEAR (2023-24)

**Mr. Pummy Sharma**

Assistant Professor

Applied Sciences and Humanities



Department of Applied Sciences and Humanities

Model Institute of Engineering & Technology (Autonomous)

Kot Bhalwal, Jammu - 181122

[www.mietjmu.in](http://www.mietjmu.in)



Dr. Arun K. Gupta Teaching-Learning Centre

Version 1.1



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Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
							Sessional	Final Exam	Total
HSMC-201	Technical Communication	Core	3	3	0	0	50	100	150

**COURSE OUTCOMES**

At the end of the course the student will be able to:	
CO1	Understand the constructs of written communication.
CO2	Develop competence in writing technical papers, research articles, proposals and reports.
CO3	Understand different aspects of verbal and non-verbal communication.
CO4	Gain effective communication skills and professional etiquettes for the workplace.
CO5	Demonstrate linguistic competence for public speaking and group discussion.

**Unit-I**

Basic Writing Skills: Sentence, Creating Coherence, Use of Phrases and Clauses in Sentences, Organizing Principles of Paragraphs in Documents, Techniques for Writing Precisely. Identifying Common Errors in Writing: Subject-Verb Agreement, Noun-Pronoun Agreement, Misplaced Modifiers, Redundancies, Clichés. The e-English: E- Mail Communication, Internet Abbreviations, Blogging, Challenges of English Language Online.

(7 Hours)

**Unit-II**

Technical Writing Skills: Letter Writing, Letter of Application Content, Format, Report Writing – Types, Structures, Data Collection, Content, Form, Writing a Proposal, Recommendations, Instructions, Business Communication. Creative Writing Skills: Free Writing, Biographical Writing, Autobiographical Writing, Process Description, Bar Charts and Flowcharts, Descriptive Writing, Argumentative Writing, Essay Writing, Précis Writing, Paraphrasing, Poster Making.

(7 Hours)

**Unit-III**

Reading and Listening: Improving Reading Skills: Skimming and Scanning, Reading and Note-Making, Intensive Reading and Predicting Content, Reading and Interpretation, Reading – Critical Reading, Hints Development. Listening Skills: Listening Comprehension, Difference between Listening and Hearing, Types of Listening, Types of Listening Intensity, Effective Listening, Ways to Improve Listening Skills, Listening and Note-Taking, Barriers to Effective Listening.

(7 Hours)

**Unit-IV**

Process of Communication and Effective Speaking: Communication Process, Barriers to Effective Communication, Flow of Organizational Communication, Language as a Tool of Communication, Pronunciation, Intonation, Stress and Rhythm, Introduction to Phonetics.

(5 Hours)

**Unit-V**

Non-Verbal Communication: Oral Communication, Communication at Workplace, Public Speaking, Persuasive Speaking, Impromptu Speaking - Extempore, Just a Minute, Debate, Conversations and Dialogues, Conversation over Telephone. Professional Etiquettes Meaning and Type, Seminar on a given topic.

(4 Hours)





**Textbooks**

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	Technical Communication	Wiley Editorial	Wiley	1 <sup>st</sup> (2019)
2.	Technical Communication: Principles and Practice	Meenakshi Raman, Sangeeta Sharma	Cengage Learning	6 <sup>th</sup> (2007)

**Reference Books**

S.No	Name of the Books	Name of the Author	Publisher Name	Edition (Pub.Yr.)
1	The Essentials of Technical Communication	Elizabeth Tebeaux, Sam Dragga	Oxford University Press	4 <sup>th</sup> (2018)
2	The Elements of Style	William Strunk Jr. and E.B. White	Macmillan Publishing	4 <sup>th</sup> (2000)
3	Grammar in Use	Raymond Murphy	Cambridge University Press	1989

**COURSE PLAN**

**Unit-I Basic Writing Skills**

S.No	Topics	Recommended Books
1	Sentence, Creating Coherence, Use of Phrases and Clauses in Sentences,	Book 2, Ch.17
2	Organizing Principles of Paragraphs in Documents, Techniques for Writing Precisely, Identifying Common Errors in Writing	Book 2, Ch.17
3	Subject-Verb Agreement, Noun-Pronoun Agreement	Book 2, Ch.17
4	Misplaced Modifiers, Redundancies, Clichés.	Book 2, Ch.17
5	E-Mail Communication	Book 2, Ch.17
6	Internet Abbreviations, Blogging	Book 2, Ch.17
7	Challenges of English Language Online	Book 2, Ch.17

**Unit-II Technical Writing Skills**

8	Letter Writing, Letter of Application Content	Book 2, Ch.15
9	Report Writing, Structure, Data Collection, Content, Form	Book 2, Ch.16
10	Writing a Proposal, Recommendations, Instructions	Book 2, Ch.14
11	Business Communication, Creative Writing Skills	Book 2, Ch. 9
12	Free Writing, Autobiographical Writing, Process Description	Book 2, Ch.11
13	Bar Charts and Flowcharts, Descriptive Writing, Argumentative Writing, Essay Writing	Book 1, Ch.13
14	Argumentative Writing, Essay Writing,	Book 2, Ch.11

**Unit-III Reading and Listening**

15	Reading and Listening, Improving Reading Skills	Book 2, Ch.10
16	Skimming and Scanning, Reading and Note-Making, Inter	Book 2, Ch.10
17	Intensive Reading and Predicting Content, Reading and	Book 2, Ch.10



	Interpretation	
18	Reading, Critical Reading, Hints Development, Listening Skills	Book 2, Ch.10
19	Listening Comprehension, Difference between Listening and Hearing. Types of Listening, Listening Intensity	Book 2, Ch.4
20	Effective Listening, Ways to Improve Listening Skills, Listening and Note-Taking	Book 2, Ch.4
21	Barriers to Effective Listening	Book 2, Ch. 2
<b>Unit-IV Verbal Communication</b>		
22	Process of Communication and Effective Speaking, Communication Process	Book 2, Ch.5
23	Barriers to Effective Communication	Book 2, Ch.2
24	Flow of Organizational Communication, Language as a Tool of Communication	Book 2, Ch.9
25	Pronunciation, Intonation, Stress and Rhythm	Book 2, Ch.3
26	Introduction to Phonetics	Book 2, Ch.5
<b>Unit-V Non-Verbal Communication</b>		
27	Non-Verbal Communication, Oral Communication, Communication and Workplace	Book 2, Ch.7, Ch. 6
28	Public Speaking, Persuasive Speaking, Impromptu Speaking	Book 2, Ch.7, Ch. 8
29	Just a Minute, Debate, Conversations and Dialogues	Book 2, Ch.6
30	Conversation over Telephone, Professional Etiquettes Meaning and Type,	Book 2, Ch.5, Ch. 6
31	Seminar on a given Topic	Book 2, Ch.7

#### ADDITIONAL WEB RESOURCES

1.	<b>Prime Future Skills</b> <a href="https://learn.futureskillsprime.in/pathways/communicating-under-stress">https://learn.futureskillsprime.in/pathways/communicating-under-stress</a>
2.	<b>MOOC: Technical Communication Specialization</b> <a href="https://www.coursera.org/specializations/technical-communication">https://www.coursera.org/specializations/technical-communication</a>

#### GRADING AND ASSESSMENT

- **Sessional Test:** 20 marks
- **Assignment:** 20 marks
- **Attendance:** 10 marks
- **Final Examination:** 100 marks

#### COURSE POLICIES

- **Attendance:** Minimum 75% attendance is mandatory to appear in the final examination of the course.
- **Academic Integrity:** MIET's academic integrity policies apply. Plagiarism will not be tolerated.
- **Late Submissions:** Assignments and projects must be submitted by the specified timelines.

#### FACULTY INFORMATION





# Model Institute of Engineering & Technology (Autonomous) Course Handout

Kot Bhalwal, Jammu

- **Office Hours**

Wednesday (11:00 AM - 12:55 PM)

Friday (02:25 PM - 04:00 PM)

- **Contact Information**

[pummy.ash@mietjammu.in](mailto:pummy.ash@mietjammu.in)

