

COURSE DESCRIPTION			
Program	Diploma in Engineering and Technology / Commercial Practice / Management		
Course Title	English for Technical Communication		
Course Code	1001	Semester	I
Type of Course	Practicum	Contact Hours	60
Teaching Scheme (L: T:P:R)	2:0:2:0	Credits	3
CIE Marks	40	ESE Marks	60

Introduction

Communication Skills in English is a foundational course designed for students pursuing technical diploma programmes. It bridges the gap between technical knowledge and professional practice. The course focuses on developing practical proficiency in English to meet the academic and professional demands of the technical domain. Emphasis is placed on the four core language skills: listening, speaking, reading, and writing (LSRW). By enhancing clarity, confidence and accuracy in communication, the course prepares diploma students to function effectively in higher education, industry and professional environment.

Course Objectives

1	To develop the learner's ability to listen effectively and comprehend a wide range of information, viewpoints and ideas in both formal and informal contexts.
2	To enhance proficiency, fluency and confidence in spoken English, enabling learners to communicate effectively in everyday academic and workplace situations.
3	To train the learner in the use of effective reading strategies for understanding and evaluating technical and non-technical texts.
4	To equip the learner with the skills required for accurate, concise and clear writing across different forms of discourse, including technical, professional and creative contexts.

Course Pre-requisite

Topic	Course code	Course Title	Semester
Basic Knowledge of Language Skills - Listening, Speaking, Reading and Writing			Secondary Education

Course Outcome

CO	Course Outcome	Blooms Taxonomy Level
CO1	Listen to and comprehend texts by identifying the main ideas and supporting details in a variety of listening passages.	Understand
CO2	Apply appropriate language functions to communicate effectively and confidently in both workplace and everyday contexts.	Apply
CO3	Read, comprehend and analyse ideas and concepts presented in articles, technical writings and narratives and translates or summarizes them.	Apply
CO4	Apply appropriate writing techniques to plan, draft and produce technical and professional documents with clarity, coherence and correctness.	Apply

CO-PO mapping

COURSE ARTICULATION MATRIX											
Course Outcomes	PROGRAM OUTCOMES										
	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11
CO1	-	3	-	-	-	-	-	-	3	-	2
CO2	-	3	2	-	-	-	-	2	3	-	2
CO3	-	3	2	-	-	-	-	-	3	-	2
CO4	-	3	2	-	-	-	2	2	3	-	2
Total	-	12	6	-	-	-	2	4	12	-	8
Correlation Level	-	3	2	-	-	-	2	2	3	-	2

Legends: 1 - Low; 2 - Medium; 3 - High; No Correlation - "-"

Teaching and Assessment Scheme

Teaching Scheme/Week				Self-learning (SS)/Week	Total Hours/Semester	Credits C	Examination Scheme						
							Theory			Practical			Total
L	T	P	S				CIE	ESE	Total	CIE	ESE	Total	
2	0	2	0	4	60	3	20	60	80	20	0	20	100

L: Lecture (One unit is of one-hour duration with one credit), T: Tutorial (One unit is of one-hour duration with one credit), P: Practical (One unit is of one-hour duration with 0.5 credit), S: Project (One unit is of one-hour duration with 0.5 credit) SS: Self-Learning, CIE: Continuous Internal Evaluation, ESE: End Semester Examination

Syllabus - Major Topics

Module	Title	Major Topics	Instructional Hours	
			L	P
Module I	Prose	Listening/ Reading and comprehending a technology related inspirational speech/ story	3	2
Module I	Prose	Summarising a passage	2	2
Module I	Prose	Using sentences effectively in real life situations	3	3
Module II	Poetry	Comprehending and appreciating the poem	5	4
Module II	Poetry	Describing people, places, things and processes	2	4
Module III	Listening and Speaking	Phonetics -speech sounds	2	1
Module III	Listening and Speaking	Reading with stress/intonation /pauses	2	1
Module III	Listening and Speaking	Capital letters and punctuation marks	1	1
Module III	Listening and Speaking	Self- introduction	1	1
Module III	Listening and Speaking	Listening and comprehending	2	1
Module III	Listening and Speaking	Note making	1	1
Module IV	Writing	Translation	2	2
Module IV	Writing	Effective use of AI tools	2	2
Module IV	Writing	Professional communication	4	3

Detailed Syllabus

Subtopic	Student Learning Outcome	Mode of delivery (L/T)	Mapped CO	Taxonomy Level	Instructional Hours
Module I					
Listen / read	Listens/ reads, comprehends and answers the questions based on the given speech/ story	L/P	CO1	Understand	4
Summarising a passage	Summarise a passage in a paragraph	L/P	CO4	Apply	2
Word formation- prefix, suffix, synonyms, antonyms, homonyms etc.	Identifies word formation techniques, including prefixes, suffixes, synonyms, antonyms and homonyms	L/P	CO2	Apply	2
Structure of a sentence, articles and auxiliaries	1. Identifies the structure of sentences and constructs effective sentences using the given words. 2. Understands the effective use of concord	L/P	CO2	Apply	4
Situational English	Uses sentences effectively in real life situations	L/P	CO4	Apply	4
Module I					
Comprehension and appreciation of the poem	1. Reads and comprehends ideas 2. Reads and summarises the poem	L/P	CO3	Apply	4
Tense	Applies appropriate tenses accurately in sentences	L/P	CO2	Apply	3
Active and Passive Voice	Uses passive voice effectively in various contexts	L/P	CO4	Apply	2
Describing people, places, things and processes	Describe people, places, things and processes effectively	L/P	CO2	Apply	4
Reported Speech	Reports direct speech accurately	L/P	CO4	Apply	2

Module III					
Phonetics	Identifies and produces speech sounds accurately	L/P	CO2	Apply	4
1. Reading with stress/intonation /pauses 2. Capital letters and appropriate punctuation marks	Pronounces words and reads passages with appropriate pronunciation and stress. Applies the rules of capitalization and punctuation correctly in writing.	L/P	CO2	Apply	4
Self-introduction	Introduces oneself with confidence	L/P	CO2	Apply	3
1. Listen and comprehend 2. Note making	Listens and understands effectively. Analyzes listening and reading texts to prepare organized notes.	L/P	CO1	Understand	4
Module IV					
Translation	1. Translates simple sentences from English to mother tongue and vice-versa 2. Analyzes listening and reading texts to prepare organized notes.	L/P	CO3	Apply	4
Effective use of AI tools	1. Uses AI writing assistants and AI translation tools 2. Applies AI tools for content creation and to streamline tasks like scheduling or summarising	L/P	CO4	Apply	4
Professional communication	1. Writes clear and concise emails, letters and reports in professional context 2. Creates and delivers presentation with confidence and clarity	L/P	CO3	Apply	7

Suggested Student Activities for Self-Learning

Week	Self-Learning description	Hours
Module I		
1	Listen/read a famous English speech and summarise the main points in a paragraph	4
2	Identify at least ten words and form new words by adding prefixes / suffixes	3
3	Construct an effective conversation in any real-life situation	4
4	Correct the errors in the sentences related to subject- verb agreement	4
Module II		
5	Select a favourite song (originally in English or an authentic translation) and treat the lyrics as poetry, analysing poetic devices and figures of speech	4
6	Write a paragraph describing what you are doing now. Change it into both past tense and future tense	4
7	Take a 2-3 paragraph article from a reputed news source (eg. The Hindu, BBC) or a chapter from another textbook. Highlight every sentence that uses the passive voice. Rewrite 5 of those sentences in active voice	4
8	Read a celebrity interview online. Convert the direct questions and answers into reported speech.	3
Module III		
9	Identify 20 words from a given passage and write the phonetic transcription of the same	3
10	Read a newspaper article and summarise the content in 50 words	4
11	Listen to any one of the suggested standup comedies and write your views on it in less than 100 words	5
12	Imagine you are appearing for a job interview. Attempt a self- introduction	3
Module I		
13	1. Prepare a diary entry in your mother tongue and translate into English 2. Pick a short story or paragraph in English and translate it to your mother tongue	5
14	Draft an email in response to a job advertisement. Prepare a complaint letter or a meeting invite	5
15	Create a 2-minute presentation on any topic and deliver it with clarity and confidence	5
Total Self-Learning hours		60

Learning Resources

TEXT BOOK			
Sl. No.	Title	Author	Publication

1	Course Book prepared by SITTTTR		
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REFERENCE			
Sl. No.	Title	Author	Publication
1	The Ode Less Travelled: Unlocking the Poet Within	Stephen Fry	Gotham Books
2	The Poet's Companion: A Guide to the Pleasures of Writing	Kim Addonizio and Dorianne Laux	W.W. /Norton and Company
3	Technical Communication: Principles and Practice	Meenakshi Ramanan and Sangeetha Sharma	Oxford University Press
4	Essentials of Business Communication	Pal Rajendra and Korlahalli J S	Sultan Chand & Sons, New Delhi
5	Better English Pronunciation.	J.D. O'Connor	Cambridge University Press
6	Effective Technical Communication	M. Ashraf Rizvi	Mc Graw Hill India
7	English for Engineers	N.P Sudarshana and C.Savitha	Cambridge University Press

WEB RESOURCES		
Sl. No.	URL	Modules Covered
1	https://learnenglish.britishcouncil.org	All
2	https://nptel.ac.in/courses/109/106/109106094/	All
3	www.cambridgeenglish.org	All
4	www.poemhunter.com	All
5	www.englishclub.com	All
6	www.slideshare.net	All

Major Equipment/Instruments/Components required for a batch of 30 students

Sl. No.	Particulars	Specifications	Quantity
	NIL		

Major Software required for a batch of 30 students

Sl. No.	Particulars	Specifications	Quantity
	NIL		

Assessment Methodology - Practicum

Mode	Attendance	CA1	CE	CA2	CA3	CA4	CA5	ESE	
		Average of Self learning activities from each module	Continuous evaluation	Practical test (first half of experiments)	Practical test (second half of experiments)	Series Exam (2 modules)	Series Exam (2 modules)	Written Exam (theory)	Lab Examination (internal)
Duration				3 hours	3 hours	2 hours	2 hours		2.5 hours
Exam mark		10	50	40	40	50	50		60
Converted to		5	10	10	10	10	10		60
Marks	5	5	10	10		10			6-
Total	40							60	
Tentative schedule	End of semester	By 4th week	By 7th week	By 11th week	By 14th week	8th week	15th week	End of semester	

Scheme of Evaluation - Practical (Continuous Internal Evaluation)

Sl. No.	Criteria	Description	Marks
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1	Preparation and Punctuality	Attendance and timely completion of learning activities	5
2	Learning Experience and Application	Ability to identify and apply language in a new learning environment	10
3	Analysis of Passive Skills of Language learning	Ability to master listening and reading skills of language	10
4	Analysis of Active Skills of language learning	Ability to acquire speaking and writing skills of language	10
5	Viva -Voce/ Concept Understanding	Organising thoughts and clarity of expression	10
6	Developing interpersonal communication skills	Application of language for effective communication in different contexts	5
Total			50

Scheme of Evaluation - Practical Test

Category	Things to evaluate	Marks
Listening and Reading Skills	Comprehend, evaluate and appreciate the passage. Reading with correct stress and intonation.	10
Speaking and Writing Skills	Describing people, places, things and processes. Application of language in real life situations. Speaking with correct pronunciation	10
Translation	Ability to translate short paragraphs from mother tongue to target language and comprehend the variations within the language system.	10
Application of AI Tools	Apply AI tools for content creation and effective communication	5
Comprehending Grammatical items and their application	Accurate use of language in real life situations and the ability to incorporate the changes from time to time.	5
Total		40

Series Examination Pattern- Theory

Time	Module (Series 1/ Series 2)	Part A	Marks	Part B	Marks	Part C (With choice)	Marks	Total
2 hours	Any two modules	2	1	3	3	2	7	25
	Any two modules	2	1	3	3	2	7	25
	Number	4		6		4		50

End Semester Examination Pattern of Question Paper - Theory

Duration	Module	TYPE OF QUESTIONS						
		Part A (2 Questions from each module)		Part B 2 out of 3 questions from each module)		Part C (1 set questions with choice from each module)		Total Marks
		No. of Questions	Marks (1 mark each)	No. of Questions	Marks (3 marks each)	No. of Questions	Marks (7 marks each)	
2.5 hours	1	2	2	3	6	1 set	7	15
	2	2	2	3	6	1 set	7	15
	3	2	2	3	6	1 set	7	15
	4	2	2	3	6	1 set	7	15
		8	8	12	24	4 sets	28	60