

**SREENIVASA INSTITUTE OF TECHNOLOGY AND MANAGEMENT STUDIES, CHITTOOR
(AUTONOMOUS)**

MCA- I-Semester

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Technical English

Aim:

English is a global language as well as living and problem solving. People have found that knowledge of English is the bridge to survive and to reach the destination. As it is a language of opportunities in this global village, English is bound to expand its territory of use everywhere.

Objectives:

The syllabus has been designed:

- To enhance communication skills of the students of engineering both technically and literally to face the global competitions in future.
- Importance is given on all the four skills i.e LSRW.
- Encourage the students to use the target language in the way of interactive and learner-centered.
- Ignite the habit of reading and critical thinking skills.

Outcomes:

At the successful completion of this course, students will be able to:

- Know the accent of English Language.
- Demonstrate to write reports.
- Know how to speak sentences grammatically correct.
- Get the ability to present Power point Presentations and
- Get awareness of methods and techniques for writing GRE, GMAT, TOEFL as well as Competitive Exams.

Unit- I: Functional Grammar

Tenses - Articles - Concord - Detection of Errors

Unit-II: Communicative Skills

Communication - Verbal and non-Verbal Communication - Channels of Verbal Communication
- Barriers to Effective Communication- Cross-cultural Communication

Unit-III: Preparing for a Public Presentation

Types of Presentations - Video conferencing - Participation in meetings - Chairing sessions

Unit – IV: Reading and Listening comprehension skills:

Introduction to Reading - Reasons for Poor Reading - Improving Reading skills - Skimming and Scanning - Non verbal signals - Structure of the text - Punctuation - Author's View point- Reader's Anticipation - Introduction to Listening - Types of Listening - Barriers to good listening - Qualities of a good Listener.

Unit-V: Communication for Writing Purpose

Written Communication - Merits and Limitations- Channels - Differences between Spoken and Written Communication - Features of effective writing such as Clarity – Brevity - Appropriate tone etc. - Letter Writing - Business letters - Formats - Style and Tone- Email- Guidelines - Advantages - Disadvantages- Technical Report writing and types.

REFERENCE BOOKS:

- Effective Technical Communication, 2006, M.Ashraf Rizvi, Tata Mc Graw-Hill, New Delhi.
- Basic Communication Skills for Technology, 2/e, 2001, Andrea J.Rutherford, Pearson education Asia New Delhi.
- GRE and TOEFL: Kaplan and Baron's English in Mind, 4/e, Herbert Puchta and Jeff Stranks, Cambridge.
- Communication Skills, N/e, 2009, Lenne Sen Prentice Hall of India Pvt Ltd., New Delhi.
- Communication at work, Ronald B.Adler, Seanne Marquardt Elmhurst, Mc Graw Hill International editions.
- Oxford Practice Grammar with Answers, 2002/e, John Eastwood, Oxford, New Delhi.

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