



Teaching Scheme		Examination Scheme					
Credits: 02		CIE	ISE	SCE	ESE	TW	Total
Lecture (L): 01 hrs / week		-	-	-	-	50	50
Practical (P): 01hrs / week							
Course objectives: <ol style="list-style-type: none"> 1. Improve grasp of English grammar and punctuation rules 2. Learn to write precise and concise English text 3. Learn to write reader-friendly text, using rules of organizing a document 4. Apply techniques of writing skills in technical writing, through real life examples 							
Course Outcomes: After completing this course learners will be able <ol style="list-style-type: none"> 1. Have clarity and coherence in English 2. Produce concise and precise English text 3. Write reader-friendly well organized text in English 4. Write effective reader-friendly technical documents in English of high-quality 							
Contents							
Unit I – English Language Basics (6 hrs)							
English grammar essentials (Parts-of-speech, tense, active, passive, article), use of punctuation, confusing words-Homophones							
Unit II – Precise and Concise Writing (6 hrs)							
Logically organizing your thoughts, one idea per sentence/paragraph, avoiding repetition and being specific Using active voice, and strong verbs Using simple plain language, reducing adjectives and adverbs, avoiding unnecessary words Rewriting in smaller number of words/sentences Precise writing through meticulous editing, proofreading Writing abstracts and conclusions							
Unit III – Organizing the Written Document (4 hrs)							
Logical organization of text using headings, subheadings, and bullet points. Writing indexes, and table of content, chapters, paragraphs, references Structuring of formal and informal letters, technical reports and technical presentations							
Unit IV– Technical Writing (8 hrs)							
Introduction to technical writing, audience analysis and effectiveness, defining purpose of document Writing emails, minutes of meeting, user manuals/guides, FAQs , statement of purpose (SOP), reports, research papers and thesis							
Tutorial:							



Sample List of assignments

1. Edit and proofread the provided technical document, identifying and correcting errors in grammar and punctuation.
2. Write and narrate an article of your choice (like - inventions or discoveries made by any scientist, etc). Note the mistakes you made in grammar, before the final version.
3. Rewrite the assignment in (2) with reduced number of sentences, words, but including all ideas written in the previous assignment. Note the percentage of reduction possible.
4. Write an abstract and conclusion for the given technical document.
5. Read a given unformatted document and organize it into chapters, paragraphs and sub topics. Give necessary heading where required.
6. Write an email to a faculty requesting to work under them as research interns, ensuring clarity, proper etiquette, and concise communication.
7. Prepare a User Manual for a select product. Make it easy to read and informative.
8. Write a precise and accurate technical description of an engineering component, system, or process, focusing on clarity and attention to detail.
9. Prepare a report that identifies and analyzes an engineering problem, proposes potential solutions, and recommends the best course of action

Text/Reference books:

1. English Grammar, Wren and Martin
2. Developing Communication Skills, Krishna Mohan, Meera Banerji, Second Edition, ISBN 10 : 0230-63843-0, ISBN 13: 978-0230-63843-3
3. Technical Communication for Engineers, Shalini Verma ISBN : 978-93259-9018-0
4. Effective Technical Communication, M Ashraf Rizvi, ISBN-13: 978-0-07-059952-9, ISBN-10: 0- 07-059952-1