**17MC2102 - TECHNICAL ENGLISH AND SOFT SKILLS**

**(Common to all Branches)**

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| **Course Category** | Basic Science  | **Credits** | 0 |
| **Course Type** | Theory | **Lecture-Tutorial-Practical** | 2-0-2 |
| **Prerequisite** | Basic Level of LSRW Skills | **Sessional Evaluation** | 40 |
| **Semester End Exam Evaluation** | 60 |
| **Total Marks** | 100 |

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| **Course Objectives** | 1. To develop their basic technical writing skills in English.
2. To learn specific technical verbal competence.
3. To acquire soft skills and work efficiently in a realistic professional working environment.
4. To develop soft skills including problem solving skills, working in groups and leadership skills.
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| **Course Outcomes** | CO1 | Present technical papers and equip technical verbal proficiency. |
| CO2 | Develop group discussion skills and summarizing skills. |
| CO3  | Write effective resumes and job applications.  |
| CO4 | Develop soft skills and effective non-verbal communication skills. |
| CO5 | Develop motivational skills and problem solving skills. |
| CO6 | Develop professionals with idealistic, practical and moral values.  |
|  | **UNIT – I****INTRODUCTION TO TECHNICAL ENGLISH:** Writing simple descriptions and explanations on scientific/technical nature – Technical presentations – Communicating technical topics– Jargon. |
| **Course Content** | **UNIT – II****GROUP DISCUSSION:** Dynamics of Group Discussion – Intervention- Summarizing-Modulation ofvoice - Body Language – Relevance - Fluency and Coherence.**UNIT – III****RESUMES AND JOB APPLICATIONS:** Writing resumes – Resume design – Parts of a resume – Resume styles – Cover letter **UNIT – IV****INTRODUCTION TO SOFT SKILLS & HARD SKILLS**: Non Verbal communication–Haptics – Proxemics – Kinesics –Chronemics–Oculesics–Vocalics.**UNIT – V****PERSONALITY DEVELOPMENT SKILLS**: Assertiveness – Positive Attitude – Self Confidence– Problem Solving Skills– Leadership Skills.**UNIT – VI****ETIQUETTE & MANNERS**: Corporate etiquette –Dinning etiquette – Goal Setting– Career Planning –Time Management. |
| **Textbooks and Reference books** | **REFERENCE BOOKS:**1. A Textbook of English for Engineers and Technologists combined edition, Vol. I, Orient Black Swan 2010.
2. Effective Technical Communication, M. Ashraf Rizvi, Tata McGraw- Hill, 2011.
3. Soft Skills, Dr K. Alex, S. Chand Publications, New Delhi.
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