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

**(Common to all Branches)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |

|  |  |  |
| --- | --- | --- |
| **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. | |
| **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. | |