**17MS2201- TECHNICAL ENGLISH AND SOFT SKILLS**

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| **Course Category:** | Basic Sciences | **Credits:** | 0 |
| **Course Type:** | Theory | **Lecture – Tutorial – Practical:** | 2-0-2 |
| **Prerequisite:** | Basic Level of LSRW skills | **Sessional Evaluation:****Univ. Exam Evaluation:****Total Marks:** | 4060100 |
| **Objectives** | Students undergoing this course are expected:* To develop their basic technical writing skills in English.
* To learn specific technical verbal competence.
* To acquire soft skills and work efficiently in a realistic professional working environment.
* To develop soft skills including problem solving skills, working in groups and leadership skills.
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| **Course Outcomes** | Upon successful completion of the course, the students will be able to: |
| 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 nonverbal communication skills. |
| CO5 | Develop motivational skills and problem solving skills. |
| CO6 | Develop professionals with idealistic, practical and moral values.  |
| **Course Content** | UNIT – I**Introduction to Technical English :** Writing simple descriptions and explanations on scientific/technical nature - Technical presentations - Communicating technical topics- JargonUNIT – II**Group Discussion:** Dynamics of Group Discussion – Intervention- Summarizing-Modulation of voice - 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 -VocalicsUNIT – V**Personality Development Skills** : Assertiveness - Positive Attitude - Self Confidence- Problem Solving Skills- Leadership SkillsUNIT –VI**Etiquette & Manners**: Corporate etiquette-Dinning etiquette - Goal Setting- Career Planning -Time Management |
| **Text Books and References:** | **Reference Books:**1. A Textbook of English for Engineers and Technologists (combined edition, Vol. 1 &; Orient Black Swan 2010.
2. Effective Technical Communication, M. Ashraf Rizvi, Tata Mc Graw- Hill, 2011
3. Soft Skills, Dr K. Alex, S. Chand Publications, New Delhi
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| **E-Resources** | 1. [**https://nptel.ac.in/courses**](https://nptel.ac.in/courses)
2. [**https://freevideolectures.com/university/iitm**](https://freevideolectures.com/university/iitm)
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