**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:** | 40  60  100 |
| **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- Jargon  UNIT – 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 -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 | |
| **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 | |
| **E-Resources** | 1. [**https://nptel.ac.in/courses**](https://nptel.ac.in/courses) 2. [**https://freevideolectures.com/university/iitm**](https://freevideolectures.com/university/iitm) | |