**17MC2201- TECHNICAL ENGLISH AND SOFT SKILLS**

**(Common to ECE, EEE, CSE & IT)**

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| **Course Category:** | Basic Sciences | **Credits:** | - |
| **Course Type:** | Theory | **Lecture-Tutorial-Practical:** | 2-0-2 |
| **Pre-requisite:** | Basic Level of LSRW skills | **Sessional Evaluation:****External Exam Evaluation:****Total Marks:** | 4060100 |

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| **Course Objectives** | Students undergoing this course are expected to understand: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** | Upon successful completion of the course, the students will 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 non verbal 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****&****Reference Books** | **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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