# 19MC2202 - TECHNICAL ENGLISH AND SOFT SKILLS

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| **Course Category:** | Mandatory course | **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** | * To build specific technical vocabulary and describe various technical concepts. * To draft and design effective resumes and job applications. * To improve group discussion skills and summarizing skills. * To attain non-verbal communication skills. * To acquire soft skills including personality development skills. * To obtain soft skills and work efficiently in a realistic professional working environment. | | |

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| **Course Outcomes** | Upon successful completion of the course, the students will be able to: | |
| CO1 | Define technical presentations and develop presentation skills by building technical verbal proficiency. |
| CO2 | Classify the dynamics of group discussion and enhance summarizing skills. |
| CO3 | Construct effective resumes and job applications and utilize them in different situations. |
| CO4 | Analyze different soft skills including non-verbal communication skills and make use of them for career development. |
| CO5 | Perceive personality development skills and utilize them for all round development. |
| CO6 | Develop idealistic, practical and ethical values at work place. |
| **Course Content** | UNIT-I  **Technical Presentations:** Writing simple descriptions and explanations on scientific/technical in nature – Definitions – Clarifying the specific meaning, often related to a specific context, or express the essential – Mechanism Descriptions–Process & function descriptions – Technical presentations –Organization – Visuals – Virtual technical presentations like webinars from different virtual platforms – Jargon  UNIT-II  **Group Discussion:** Dynamics of Group Discussion – Types – Relevance – Analyzing personality traits of participants – Discussion of etiquette – Body language – Modulation of voice – Intervention – Fluency and coherence – Positive & Negative roles – Do’s and Don’ts of Group Discussion – Summarizing skills  UNIT-III  **Resume and Job Applications:** Writing effective resume’ – Resume’ styles – Chronological, functional & combinational – Parts of a resume’ – Resume’ formatting – Designing resume’ for specific situation – Cover letter – Format of cover letter – Opening statement and body paragraph of cover letter  UNIT-IV  **Soft Skills & Hard Skills:** Soft Skills Vs. Hard Skills and differences – Non-verbal communication – Definition – Types – Importance – Factors influencing body language – Haptics – Proxemics – Kinesics – Chronemics – Oculesics – Vocalics  UNIT-V  **Personality Development Skills:** Assertiveness – Positive attitude – Self-confidence – Self- motivation – Empathy – Listening skills – Interpersonal skills  UNIT-VI  **Soft Skills at Work Place:** Corporate etiquette – Dinning etiquette – Goal setting – Career planning –Team work – Strong work ethic –Time management – Adaptability – Problem solving skills – Critical thinking – Leadership skills – Stress management strategies | |
| **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 McGraw- Hill, 2011 3. Soft Skills, Dr K. Alex, S. Chand Publications, New Delhi 4. English and soft Skills, Dhanavel S.P., Orient Black Swan, 2017 5. Communication Skills and Soft Skills: An Integrated Approach, Suresh Kumar/Sreehari/Savithri, Pearson Education, 2018 6. Personality Development and Soft Skills, Barun K Mitra, OUP, 2nd edition, 2017 7. Technical Communication: Principles and Practice, Meenakshi Raman & Sangeetha Sharma,OUP,2005 | |