# 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:** | 4060100 |
| **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 – JargonUNIT-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 skillsUNIT-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 letterUNIT-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 – VocalicsUNIT-V**Personality Development Skills:** Assertiveness – Positive attitude – Self-confidence – Self- motivation – Empathy – Listening skills – Interpersonal skillsUNIT-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
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