

## TECHNICAL ENGLISH

I B. Tech. - II Semester  
Course Code: A3HS11

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### COURSE OVERVIEW:

The basic idea behind offering this certificate course as a subject at the undergraduate level is to acquaint students with a language held by common consent to be the most popular language and predictably the most used in countries across the globe. The lessons included as part of syllabus, aim to take the nuances of English to students as it reveals its strengths and complexity when used to perform a variety of functions. For prospective engineers, nothing could be more useful or productive than being able to reach out to the world of technology and business through grammar, vocabulary, collocations besides letter-writing, advertisements, posters, technical presentations, report writing, seminars etc. Teachers of English have a special role to play in polishing and honing the linguistic skills of engineers in the making, through a variety of tasks, assignments and role plays that bring alive the language in the classroom and prepare students for the world of work. The mission of taking the language to students is achieved from teaching texts that are rich in vocabulary and grammar, texts that teach learners how to contextualize, situate meaning amidst ambiguity and learn the art of being able to persuade, compel, cajole, complain, narrate, describe etc. through recourse to a range of devices- linguistic and literary- on offer. Besides, the course has in mind the task of preparing students to fulfil basic functions with language that come their way during the course of study, such as being able to compose email effectively in precise writing, essay writing , prepare technical reports/papers, write effective business ,formal and job application letters etc.

### COURSE OBJECTIVES:

On completion of this course, the students will be able to:

1. talk about business subjects
2. understand charts and graphs
3. Write short business emails, reports and make notes on simple topics.
4. Follow short telephone conversations.
5. Follow simple presentations/demonstrations.
6. Exchange straightforward opinions and make requests.
7. offer advice and state routine requirements

### COURSE OUTCOMES:

Up on successful completion of this course, student will be able to:

1. Acquire the use of grammar effectively (vocabulary and so on) through extensive coursework on writing reports and reading comprehensions, articles, essays, general discussion etc.
2. To bring an awareness among the future entrepreneurs about the risks in the running enterprises.
3. To inculcate profound knowledge through BEC for practical, everyday use in business.
4. Assess the skills of writing business letters in various situations and generate skills of writing business letters, essays and memos.
5. Categorize the various structures of reports and compose to use them in the professional scenario.

## SYLLABUS

### UNIT – I

(Lectures – 10

<b>Grammar</b>	: Introduction to Grammar, Parts of Speech
<b>Vocabulary</b>	: Technical Vocabulary
<b>Listening</b>	: Listening for specific information in short, long conversations and monologues.
<b>Speaking</b>	: Conversation between students in pairs and groups, general interaction and social language.
<b>Reading</b>	: Reading for the Main idea, finding specific information, reading for detail, Reading and transferring information, Understanding the attitudes.
<b>Writing</b>	: Writing short messages that include certain information.

<b>UNIT – II</b>	(Lectures – 10)
<b>Grammar</b>	: Sentence and Sentence Construction
<b>Vocabulary</b>	: Homophones, Homographs, Homonyms
<b>Listening</b>	: Listening for Gist and detailed meaning and to identify the attitudes and opinions of the speakers
<b>Speaking</b>	: Mini-presentations on a business theme by organizing a larger unit of discourse & Giving information and expressing opinions.
<b>Reading</b>	: Reading for Opinion and writer's purpose, Reading for interpreting the visual reading for gist.
<b>Writing</b>	: Writing a longer piece of correspondence based on another text.

<b>UNIT – III</b>	(Lectures – 10)
<b>Grammar</b>	: Verb - Tense
<b>Vocabulary</b>	: Word Formation – prefix and suffix.
<b>Listening</b>	: Answering multiple choice questions on short conversations or monologues.
<b>Speaking</b>	: Two-way conversation between the candidates followed by further prompting from the interlocutor.
<b>Reading</b>	: Reading for inference and Global meaning, Understanding Vocabulary and grammar in a short text
<b>Writing</b>	: Writing for functional/ communicative task- e.g. Re-arranging appointments, asking for permission, giving instructions.

<b>UNIT - IV</b>	(Lectures – 10)
<b>Grammar</b>	: Voice and Reported speech
<b>Vocabulary</b>	: Synonyms and Antonyms.
<b>Listening</b>	: Listening for completing notes based on conversation on a monologue.
<b>Speaking</b>	: Expressing opinions, Agreeing and Disagreeing, Talking about oneself, ones current situations and plans.
<b>Reading</b>	: Reading for understanding short, real world messages etc,
<b>Writing</b>	: Writing for apologizing and offering compensation, making or altering reservations.

<b>UNIT – V</b>	(Lectures – 08)
<b>Grammar</b>	: Concord, Modal Auxiliary, Question Tags.
<b>Vocabulary</b>	: Business Vocabulary.
<b>Listening</b>	: Listening for answering multiple choice questions on a longer conversation or interview.
<b>Speaking</b>	: Giving ones opinion on business situations, talking about some prompts for an extended period of time & Discussion with a business situation with a partner.
<b>Reading</b>	: Reading for detailed comprehension of detailed material; Skimming and Scanning.
<b>Writing</b>	: Writing to deal with requests, giving information about a product.

**REFERENCE BOOKS:**

1. Business Benchmark - Norman Whitby
2. Business results – Intermediate – John Hughes, John Newton

**WEB REFERENCES:**

1. [www.cambridgeenglish.org](http://www.cambridgeenglish.org)