

**AMBALA COLLEGE OF ENGINEERING AND APPLIED RESEARCH, AMBALA**  
**APPLIED SCIENCES & HUMANITIES DEPARTMENT**

<b>Subject</b> : English for Technical Writing	<b>Semester</b> : 2nd
<b>Subject Code</b> : B24-HSC-101	<b>Lecture per Week</b> : 2
<b>Theory Mark</b> : 70	<b>Tutorials per Week</b> : 0
<b>Sessional Marks</b> : 40	<b>Practical</b> : 2

B24-HSC-101	English for Technical Writing						
L	T	P	Credit	End Semester Exam	Internal Assessment	Total	Time
2	-	-	2	70	30	100	3h
<b>Purpose</b>	To introduce the basics of communication and technical writing skill for the students of Engineering						
<b>CO 1</b>	Building up the vocabulary						
<b>CO 2</b>	Students will acquire basic proficiency in English including writing skills						
<b>CO3</b>	Students will be able to select the most appropriate mode of communication for a given situation and will be able to speak assertively and effectively.						
<b>CO4</b>	Students will be able to write effective reports, proposals and papers and present themselves professionally through effective resumes and interviews.						

### Course Syllabus

#### UNIT- 1

##### **Fundamentals of communication skills**

1. Meaning and types of communication skills
2. Listening, Speaking, Reading, and Writing
3. Importance of technical communication
4. Barriers in communication
5. Tools of effective communication.

#### UNIT- 2

##### **Vocabulary Building**

1. Word formation & Synonyms and Antonyms
2. One-word substitution
3. Abbreviations of scientific and technical words
4. Phrasal verbs and Idioms.

#### UNIT- 3

##### **Fundamentals of Writing Skills**

1. Job application, CV writing, Business letter, Report writing and E-mail writing
2. Redundancies
3. Precise writing skill
4. Basics of grammar: uses of tenses, subject verb agreement, narration, active voice.

#### UNIT- 4

##### **Fundamentals of Speaking skills**

1. Speaking skills
2. Body language
3. Oral presentation
4. Group discussion

5. Technical Telephonic conversation
6. Introduction to phonetic sounds, symbol, and articulation

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<b>Subject Code : B24-HSC-101</b>	<b>Lecture per Week : 2</b>
<b>Theory Mark: 70</b>	<b>Tutorials per Week: 0</b>
<b>Sessional Marks: 30</b>	<b>Practical : 2</b>

**Lesson Plan**

<b>Name of Faculty: Ms. Prachi Mahajan</b>	<b>Discipline: B.Tech</b>
<b>Semester: 2nd</b>	<b>Subject: English (B24-HSC-101)</b>
<b>Theory Mark: 70</b>	<b>Lesson Plan Duration: 15 Weeks</b>
<b>Sessional Marks: 40</b>	<b>Lecture/week (in hours): L-2, P-2</b>

**LESSON PLAN**

<b>Week</b>	<b>Theory</b>		<b>Practical</b>	
	Lecture day	Topic (including assignment/ test)	Practical day	Topic
1 <sup>st</sup>	1st	Unit 1 Meaning	1st	Listening comprehension
	2nd	Types of communication skills		
2 <sup>nd</sup>	3rd	Listening, Speaking	2nd	Listening exercises
	4th	Reading and Writing		
3 <sup>rd</sup>	5th	Importance of technical communication	3rd	QUIZ
	6th	Barriers in communication		
4th	7th	Tools of effective communication / Assignment I	4th	Pronunciation
	8th	Unit 2 Word formation		
5th	9th	Synonyms and Antonyms	5th	Intonation
	10th	One-word substitution		
6th	11th	Abbreviations of scientific and technical words / Assignment 1	6th	CROSS WORD PUZZLES

	12th	Basics of grammar: uses of tenses		
7th	13th	Basics of grammar: subject verb agreement	7th	Stress
	14st	Basics of grammar: narration		
8th	15rd	Basics of grammar: active voice	8th	Rhythm
	16th	Redundancies		
9th	17th	Precise writing skill/Assignment II	9th	Common Everyday situation
	18th	Unit 3 Job application		
10th	19th	CV writing	10th	Viva Voce
	20th	Business letter		
11th	21st	Report writing	11th	Conversation and Dialogues
	22nd	E-mail writing/ Assignment III		
12th	23rd	Unit 4 Speaking skills	12th	Interviews
	24th	Body language		
13th	25th	Oral presentation	13th	QUIZ
	26th	Group discussion		
14th	27st	Technical Telephonic conversation	14th	Internal Viva
	28nd	Introduction to phonetic sounds		
15th	29th	Phonetic symbol and articulation	15th	Formal Presentation
	30th	Phonetic symbol and articulation		

**Ms. Prachi Mahajan**  
**Assistant Professor (English)**  
**Applied Sciences & Humanities Department**