



Subject: Technical Communication (BETXX10207)

Type of course: Ability Enhancement Course (AEC)

Prerequisite: NA

Rationale:

Communication Skills is a popular communication course especially in second language acquisition that covers over 80-90% of skills which emphasis on LSRW basic of language learning. There are several reasons why Communication Skills one of the best choices as it are involved with versatile self-centric scenario. Communication is a part of learning language especially business etiquettes, which points learner's adaptation towards specified development as an eligible candidate for the corporate world. To look forward one need to develop him selves and serve effectively in the modern digitalized world where not only technical terms but also updated skills are mainly targeted.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks					Total Marks
CI	T	P		C	Theory Marks		Practical Marks		
			ESE		MSE	V	P	ALA	
02	00	00	02	60	30	10	00	50	150

Legends: CI-Classroom Instructions; T – Tutorial; P - Practical; C – Credit; ESE - End Semester Examination; MSE- Mid Semester Examination; V – Viva; CA - Continuous Assessment; ALA- Active Learning Activities.



Continuous Assessment:

Sr. No	Active Learning Activities	Marks
1	MoM (Minutes of Minutes) Writing. Students will be given the topic of meeting by subject faculty and they have to write important points discussed during meeting with date, time, and venue. And upload the report in word file on GMIU web portal.	10
2	Self-Introduction Students should create their self-introduction by highlighting their achievements and upload 2-minute video on GMIU web Portal.	10
3	Technical Blog Post Students have to write a blog explaining the basics of Artificial Intelligence for a Non-Technical audience and share blog link on GMIU Web Portal.	10
4	Movie Review Students have to write movie review of SCI-FI and upload their writing in the form of word document on GMIU web Portal.	10
5	Resume Writing Students can write Curriculum Vitae or Resume with help of Mobile Application and upload pdf file on GMIU web Portal.	10
Total		50

Course Content:

Unit No	Course content	Hrs.	Weightage%
1	Chapter-1 : An Introduction to Technical Communication A.What is Technical Communication: Understanding Purpose, Understanding Audience. B.Why Technical Communication Skills are Important? /Importance of Technical Communication, smartphones and Technical Communication.C.What is Kinesics and Proxemics. D.Smartphones and Technical Communication.	08	25 %



2	<p>Professional Speaking in Technical Communication</p> <p>Chapter 2: Job Interviews: A. Introduction, B. Characteristics of Job Interview: Planning, Purpose, Conversation, Two Way Interaction, Informality. C. Interview Preparation Techniques: Analyze Yourself. Analyze Your Skills, Research the Organization, Analyze the Job Applied, Revise your Subject, Knowledge, Develop the Interview File D. Interview Questions: Types of Interview Questions: Open, Closed, Probing, Reflective, Loaded, Hypothetical, Leading. E. Answering Strategies.</p> <p>Chapter 3: Group Discussion: A. What is Group Discussion: Group Discussion vs Debate B. Importance of Group Discussion C. Characteristics of Successful Group Discussion.</p>	08	25 %
3	<p>Chapter-4 : Understanding Ethical and Legal Consideration. A. A Brief Introduction to Ethics B. Your Ethical Obligations: Obligations to Your Employer, Obligations to the Public, Obligations to the Environment. C. Your Legal Obligations: I. Copyright Law: Guidelines-Determining Fair Use, Guidelines-Dealing with Copyright Questions, Distinguishing Plagiarism from Acceptable Reuse of Information. II. Trademark Law: Guidelines-Protecting Trademarks. III. Contract Law. IV. Liability Law: Guidelines- Abiding by Liability Laws. D. Understanding Ethical and Legal Issues Related to social media: Guidelines- Using social media Ethically and Legally.</p>	08	25 %
4	<p>Chapter 5: Technical Writings A. Agenda of Meeting and Minutes of Meeting (MoM): I. Agenda of Meeting: Advantages of Well Written agenda. II. Minutes of Meeting B. Technical Article Writing: I. Introduction: Technical Articles versus General Articles. II. Types of Technical Articles: Journal Articles and Conference Papers, Review and Research Articles. III. Writing Effective Technical Articles: Structure of Technical Articles.</p>	08	25 %



Suggested Specification table with Marks (Theory): 60

Distribution of Theory Marks (Revised Bloom's Taxonomy)						
Level	Remembrance (R)	Understanding (U)	Application (A)	Analyze (N)	Evaluate (E)	Create (C)
Weightage	30%	40%	30%	-	-	-

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Course Outcome:

After learning the course, the students should be able to:	
CO1	Understand basic concept of technical Communication.
CO2	Improve presentation techniques and Understand Basics of GD with practical aspects.
CO3	Preserve Academic Ingenuity by studying Ethical and Legal Consideration.
CO4	Analyze Technical Writing Skills by doing practice.

Instructional Method:

The course delivery method will depend upon the requirement of content and need of students. The teacher in addition to conventional teaching method by black board, may also use any of tools such as demonstration, role play, Quiz, brainstorming, MOOCs etc.

From the content 10% topics are suggested for flipped mode instruction.

Students will use supplementary resources such as online videos, NPTEL/SWAYAM videos, e-courses, Virtual Laboratory

The internal evaluation will be done on the basis of Active Learning Assignment

Practical/Viva examination will be conducted at the end of semester for evaluation of performance of students in laboratory.



Reference Books:

- [1] Effective Technical Communication (Second Edition) by M. Ashraf Rizvi, July 2017
- [2] Technical Communication (Twelfth Edition) by Mike Markel and Stuart A. Selber, Oct 2017
- [3] Effective Technical Communication by Uma Joshi, July 2019.
- [4] Technical Communication: Process and Product (Eighth Edition) by Sharon Gerson and Steven Gerson, Jan 2014.

