

Rajarshi Janak University
Faculty of Science, Technology, & Engineering
Course of Study for B.Sc. CSIT
(First Year/ First semester)

Course Title: Technical Communication English
Nature of Course: Theory (6 Hrs.)
Credit Hrs.: 3

Course Code: CSEN 103
Full Marks: Ext(60)+Int(40)
Pass Marks: Ext(24)+Int(16)

Course Objectives:

After taking this course, students will be able to:

- Produce technical documents that use tools commonly employed by computer science professionals;
- Communicate effectively in a professional context, using appropriate rhetorical approaches for technical documents, adhering to required templates, and complying with constraints on documents format;
- Adapt content and rhetorical strategies according to the audience and purpose for each document;
- Select appropriate, credible sources to support the claims, findings or recommendations made in technical documents; and
- Incorporate ideas from source material, including images and figures.

Course Contents

Unit-1 Communication Process

[5 hrs.]

Concept, Nature and Significance of Communication Process; Types of Communication; Models of Communication; Verbal and Non-verbal Communication; Barriers of Communication.

Unit-2 Basic Communication Skills

[5 hrs.]

Introduction to Communication Skills: Oral Presentation; Reading, Listening, and Note Taking Skills; Writing Skills; Field Diary and Laboratory record.

Unit-3 Technical Skills for Effective Communication

[9 hrs.]

Technical and Scientific Writing /Reporting; Forms of Scientific and Technical Writing; Features and Style of Technical Writing; Mechanics of Style: Abbreviations; Footnotes; Indexing and Bibliographic Procedures; Precise Writing / Abstracting / Summarizing; Curriculum Vitae / Resume Writing

Unit-4 Oral Communication and Organizational Skills

[7 hrs.]

Impromptu Presentation and Extempore; Individual and Group Presentations; Group Discussion; Organizing Seminar and Conferences; Podcasting

Unit-5 Applications of Technical Writing

[11 hrs.]

Literature Review; Article Writing (Overview); Letters; Memos; E-mail; Blog Writing; The Job Search; Instructions; Web Pages; PowerPoint Presentation; Brochures; Newsletters; Fliers; Graphics

Unit-6 Structural and Functional Grammar

[8 hrs.]

Sentence Structure (identification of sentence, its types and transformation); Basic Grammatical Concepts on (Phrases and Clauses; Case: Subjective case, Possessive case, Objective case; Correct usage of Nouns; Correct usage of Pronouns and Antecedents; Correct usage of Adjectives; Correct usage of Adverbs; Correct usage of Articles; Agreement of Verb with the Subject: Tense; Voice; Reported Speech): teachers should not focus in detail because learners have already prior knowledge related to the given topics.

Text Books/ Reference Books:

1. Jha, S. K. & Meena Malik, "*Communication Skills*"
2. Gerson, Dr. Steven M., "*Writing That Works: A Teacher's Guide to Technical Writing*", Developed and Published by Kansas Curriculum Centre, Washburn University, Topeka, KS. (For Unit-5)
3. Raman, Meenakshi and Prakash Singh, "*Business Communication*", 2nd Edition OXFORD UNIVERSITY PRESS.
4. Rutherford, Andrea J., "*Basic Communication Skills for Technology*", 2nd Edition, PEARSON EDUCATION.