Technical Communication

Unit - I Fundamentals of Technical Communication:
Technical Communication: Features; Distinction between General and Technical Communication; Language as a tool of Communication; Dimensions of Communication: Reading & comprehension; Technical writing: sentences; Paragraph; Technical style: Definition, types & Methods; The flow of Communication: Downward; upward, Lateral or Horizontal; Barriers to Communication.

Unit - II Forms of Technical Communication:

Unit - III Technical Presentation: Strategies & Techniques
Presentation: Forms; interpersonal Communication; Class room presentation; style; method; Individual conferencing: essentials: Public Speaking: method; Techniques: Clarity of substance; emotion; Humour; Modes of Presentation; Overcoming Stage Fear: Confident speaking; Audience Analysis & retention of audience interest; Methods of Presentation: Interpersonal; Impersonal; Audience Participation: Quizzes & Interjections.

Unit - IV Technical Communication Skills:
Interview skills; Group Discussion: Objective & Method; Seminar/Conferences Presentation skills: Focus; Content; Style; Argumentation skills: Devices: Analysis; Cohesion & Emphasis; Critical thinking; Nuances: Exposition narration & Description; effective business communication competence: Grammatical; Discourse competence: combination of expression & conclusion; Socio-linguistic competence: Strategic competence: Solution of communication problems with verbal and non verbal means.

Unit - V Kinesics & Voice Dynamics:
Kinesics: Definitions; importance; Features of Body Language; Voice Modulation: Quality, Pitch; Rhythm; intonation; Pronunciation; Articulation; stress & accent; Linguistic features of voice control: Vowel & Consonant Sounds.

Reference Books

4. Modern Technical Writing by Sherman, Theodore A (et.al); Apprentice Hall; New Jersey; U.S.
6. Skills for Effective Business Communication by Michael Murphy, Harvard University, U.S.
Course Outcomes

1. Students will be enabled to understand the nature and objective of Technical Communication relevant for the work place as Engineers.
2. Students will utilize the technical writing for the purposes of Technical Communication and its exposure in various dimensions.
3. Students would imbibe inputs by presentation skills to enhance confidence in face of diverse audience.
4. Technical communication skills will create a vast know-how of the application of the learning to promote their technical competence.
5. It would enable them to evaluate their efficacy as fluent & efficient communicators by learning the voice-dynamics.
Interactive and Communicative Practical with emphasis on Oral Presentation/Spoken Communication based on International Phonetic Alphabets (I.P.A.)

LIST OF PRACTICALS

1. Group Discussion: Practical based on Accurate and Current Grammatical Patterns.
2. Conversational Skills for Interviews under suitable Professional Communication Lab conditions with emphasis on Kinesics.
3. Communication Skills for Seminars/Conferences/Workshops with emphasis on Paralinguistics/Kinesics.
4. Presentation Skills for Technical Paper/Project Reports/ Professional Reports based on proper Stress and Intonation Mechanics.
5. Official/Public Speaking based on suitable Rhythmic Patterns.
6. Theme- Presentation/Key-Note Presentation based on correct argumentation methodologies.
7. Individual Speech Delivery/Conferencing with skills to defend Interjections/Quizzes.
8. Argumentative Skills/Role Play Presentation with Stress and Intonation.
9. Comprehension Skills based on Reading and Listening Practicals on a model Audio-Visual Usage.

Reference Books