

21UHS206C: Professional Writing Skills in English

(2-0-0)

UNIT – I

6 Hrs.

Identifying Common Errors in Writing and Speaking of English: Advanced English Grammar for Professionals, Common errors identification in parts of speech, Use of verbs and Phrasal verbs, Auxiliary verbs and their forms, Subject Verb Agreement. Sequence of Tenses and errors identification in Tenses.

Advanced English Vocabulary and its types – Words often Confused, Misplaced modifiers, Contractions, Collocations, Word Order, Errors due to the Confusion of words.

UNIT – II

6 Hrs.

Nature and Style of sensible writing: Organizing Principles of Paragraphs in Documents, Writing Introduction and Conclusion, Importance of Proper Punctuation, The Art of Condensation (Precis Writing) and Techniques in Essay writing, Importance of Summarizing and Paraphrasing; Common Errors due to Indianism in English Communication, Creating Coherence and Cohesion, Sentence arrangement exercises, Practice of Sentence Correction
Grammar – Voice and Speech (Active and Passive Voices) and Reported Speech, Spotting Error Exercises, Sentence Improvement Exercises, Cloze Test and Theme Detection Exercises.

UNIT – III

7 Hrs.

Technical Reading and Writing Practices: Reading Process and its Strategies, Introduction to Technical writing, Effective Technical Reading and Writing, Introduction to Technical Report writing, Types of Reports; Introduction to Technical Proposal Writing, Types of Technical Proposals; Scientific Writing & its Process; Technical Paper Formats: IMRAD, IEEE etc. Listening Comprehension, Types of Listening, Listening Barriers, Improving Listening Skills. Attribute of a good and poor listener. Reading Skills and Reading Comprehension, Active and Passive Reading, Tips for effective reading.

UNIT – IV

7 Hrs.

Professional Communication: Components of Letter Writing, Formal and Informal Letters, Emails, Blog Writing, Memos. Presentation skills in English and Formal Presentations by Students. Dialogues in connection Various Situations (Activity based Practical Sessions in class by Students), Discussions in a formal environment: Idea Exchange, Project Discussion; Debates: History of Debates, Role of Logic, Dos and Don'ts, Rebuttal in Debates, Practice

Reference Books:

1. Professional Writing Skills in English, Infinite Learning Solutions – (Revised Edition) 2022.
2. Functional English (As per AICTE 2018 Model Curriculum) Cengage learning India Pvt. Ltd. [Latest Revised Edition] - 2020.
3. A Course in Technical English, Cambridge University Press – 2020.
4. Elements of Style, Strunk W, White E B; International Edition
5. Communication Skills by Sanjay Kumar and Pushplata, Oxford University Press - 2018. Refer its workbook for activities and exercises – “Communication Skills – I (A Workbook)” published by Oxford University Press – 2018.
6. Technical Communication – Principles and Practice, 3rd edition by Meenakshi Raman

and Sangeetha Sharma, Oxford University Press 2017.

7. High School English Grammar & Composition by Wren and Martin S. Chand & Company Ltd., 2015.
8. Effective Technical Communication – 2nd edition by M. Ashraf Rizvi, McGraw Hill Education (India) Pvt. Ltd. – 2018.
9. Technical Communication - Cengage learning India Pvt. Ltd. [Latest Revised Edition] - 2020.

Course Outcomes:

At the end of the course students will be able to

1. Understand and identify the Common Errors in Writing and Speaking.
2. Achieve better technical writing and Presentation skills.
3. Read technical proposals properly and make them to write good technical reports.
4. Acquire Professional communication skills.
5. Learn about Techniques of Information Transfer through presentation in different levels.