# Faculty of Engineering, O.U. AICTE Model Curriculum 2021-22

## Course Code Course Title Core/Elective  HS104EG

## Effective Technical Communication in English

UNIT I

Definition and Features of Technical communication: Definition and features of technical communication (precision, relevance, format, style, use of visual aids), Differences between general writing and technical writing, Types of technical communication (oral and written)

UNIT II

Technical Writing-I (Official correspondence): Emails, IOM, Business letters, Business proposals.

UNIT III

Technical writing-II (Reports): Project report, Feasibility report, Progress report, Evaluation report.

UNIT IV

Technical writing- III (Manuals): Types of manuals, User manual, Product manual, Operations manual.

UNIT V

Information Transfer and Presentations: Non-verbal (bar diagram, flow chart, pie chart, tree diagram) to

verbal (writing), Verbal (written) to non-verbal, Important aspects of oral and visual presentations.


Faculty of Engineering, O.U. AICTE Model Curriculum with effect from Academic Year 2019-20


Suggested Readings:

1. Raman, Meenakshi & Sharma, Sangeeta. (2015). Technical Communication: Principles and

Practice(3rd ed.). New Delhi.

2. Rizvi,Ashraf, M. (2017).Effective Technical Communication(2nd ed.).Tata McGraw Hill Education.

New Delhi.

3. Sharma, R. C., & Mohan, Krishna. (2017). Business Correspondence and Report Writing: A

Practical Approach to Business & Technical Communication (4th ed.). Tata McGraw Hill

Education. New Delhi.

4. Tyagi, Kavita &Misra, Padma. (2011). Advanced Technical Communication. New Delhi, PHI

Learning.

5. Jungk, Dale. (2004). Applied Writing for Technicians, McGraw-Hill Higher Education, New York.