

Assignment Manual for

English for Technical

Communication (02000021)

B.E. Semester 2 (All branches)

Institute logo



Directorate of Technical Education, Gandhinagar,

Gujarat

Effective Technical Communication (02000021)

Assignment Manual is prepared by

**Dr Dipak A Bhatt
Assistant Professor in English
Vishwakarma Government Engineering College,
Chandkheda**

&

**Dr Apexa B Dharankar
Assistant Professor in English
L D College of Engineering, Ahmedabad**

**Branch Coordinator
Dr Himanshu Srivastava
Assistant Professor in English
Government Engineering College, Bhavnagar**

**Committee Chairman
Dr N M Bhatt
Professor of Mechanical Engineering
L E College, Morbi**

College Name: _____

Certificate

This is to certify that Mr./Ms. _____
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completed the assignments for the subject **English for Technical
Communication (02000021)** for the academic year _____.

Place: _____

Date: _____

Name and Sign of Faculty member

Head of the Department

Preface

Main motto of any assignment work is to enhance required skills as well as to create the ability amongst students to solve real time problems by developing relevant competencies in the cognitive domain. By keeping in view, GTU has designed competency focused outcome-based curriculum for engineering degree programs where sufficient weightage is given to both theory as well as practical work. It shows the importance of enhancement of skills amongst the students and it pays attention to utilize every second of time allotted for learning amongst students, instructors and faculty members. It is essential for effective implementation of competency focused outcome-based curriculum that every assignment is keenly designed to serve as a tool to develop and enhance relevant competency required by the various industries among every student. Accordingly, this assignment manual is designed to focus on the industry-defined relevant outcomes, rather than old practice of conducting practical and solving questions to prove concepts and theory.

The curriculum of ETC is specifically designed for budding engineers for their successful survival and progress in the field. One excels with flying colors when along with technical knowledge one has honed effective language and communication skills. Assignment manual will help students in refining their communication skills' knowledge.

Utmost care has been taken while preparing this assignment manual however there are chances of improvement. Therefore, we welcome constructive suggestions for improvement and removal of errors if any.

Course Outcome matrix**Course Outcomes (COs):**

At the end of the course students will be able to:

1. Understand the process of communication, types of communication and difference between technical and general communication.
2. Use diverse vocabulary and knowledge of grammar in both spoken and written communication for clarity and coherence.
3. Prepare formal content and professional documents with precision and conciseness.
4. Communicate in group, deliver effective presentations, grasp phonetics, employ active listening, and enhance reading across various genres.
5. Analyze and interpret different literary texts to understand and appreciate the use of language in various contexts and thereby gain a deeper understanding of different cultures, themes, and writing styles.

Sr. No.	Assignments	CO1	CO2	CO3	CO4	CO5
1.	Dynamics of Communication	✓				
2.	Vocabulary Building & Grammar		✓			
3.	Basic Writing Skill			✓		
4.	Speaking skills				✓	
5.	Listening & Reading Skills				✓	
6.	Language through Literature					✓

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(Progressive Assessment Sheet)

Sr. No.	List of Assignments	Page No.	Date of assignment	Date of submission	Assessment Marks	Sign. of Teacher with date	Remarks
1.	Dynamics of Communication						
2.	Vocabulary Building & Grammar						
3.	Basic Writing Skill						
4.	Speaking skills						
5.	Listening & Reading Skills						
6.	Language through Literature						
Total							

Assignment 1

Introduction to Technical Communication(CO1) [5 marks]

Q.1 Define Communication and explain the process with diagram of the communication cycle.

Q. 2 Enlist the types of communication and explain them in detail with appropriate examples.

Q. 3 Why is it important to choose the right type of communication for different situations? Elaborate.

Q-4 Differentiate between general and technical communication.

Q-5 Explain how inter personal and intercultural communication affects professional life.

Assignment 2

Vocabulary Building and Grammar(CO2) [5 marks]

Q. 1 Enlist 10 One-word substitutes, 10 Foreign and 10 Technical Words and give examples of each word by using it in a sentence.

Q. 2 Give examples of compounding, clipping, blending, derivation, creative respelling, coining and borrowing, prefixes and suffixes synonyms, antonyms, standard abbreviations and acronyms (5 each).

Q-3 How many parts of speech are there? Explain each by giving an example.

Q-4 Turn the following sentences from active to passive and vice versa.

1. The cat killed the mouse.
2. His teacher praises him.
3. Columbus discovered America.
4. The man cut down the tree
5. The boy teased the dog.
6. He was praised by his father.
7. The horse was frightened by the noise.
8. Now a word was spoken by Sara.
9. The road was lined with people.
10. The show has been organised by the school.

Q-5 Write 5 sentence examples of articles and subject verb agreement each.

Assignment 3

Developing Basic Writing Skills(CO3) [5 marks]

1. Write a paragraph on : Stress - the most prevalent disease in the Modern Era
2. Describe the following picture in 250 words.



Ref: <https://www.baamboozle.com/>

3. Complete the given story.

There were two friends Jay and Nilay. Both are best friends but have the opposite tastes. Jay was interested in Science and the other was more inclined towards Arts and music. After completion of 10th, both decided to follow their passions to pursue their careers...

4. Write a letter to the Principal of your college to request him / her to allow you to participate in the Tech-fest to be organized in the other college.
5. You are an employee of AKA Tech. Pvt. Ltd, Navarangpura, Ahmedabad. You could not achieve the sales target given to you for selling 1000 TVs annually. Write an apology letter for the same stating the reasons and actions you have taken.

Assignment 4

Speaking Skills(CO4) [5 marks]

Q. 1 How does the International Phonetic Alphabet (IPA) help in understanding and improving pronunciation? Explain with the help of examples.

Q. 2 Imagine you are preparing a presentation for a college event. Describe how you would analyze your audience and locale before starting the presentation. What factors would you consider to make it engaging?

Q. 3 What are the primary differences between group communication and individual communication? What skills are essential for effective group communication?

Q. 4 Enlist the Do's and Don'ts of group communication.

Q-5 Enlist the Do's and Don'ts of presentation.

Assignment 5

Listening and Reading Skills(CO4) [5 marks]

Q. 1 What is the purpose of Listening? Elaborate types of listening

Q. 2 What is the difference between listening and hearing? List the traits of a good listener.

Q. 3 Explain barriers to effective listening in detail.

Q. 4 What is the purpose of reading? Suggest the tips for effective reading.

Q. 5 Write a note on techniques of effective reading.

Assignment 6

Enhancing Language through Literature(CO5) [5 marks]

- Q. 1 Critically appreciate the story *The Red Rice Granary* by Sudha Murthy.
- Q. 2 Do you think Jim and Della's sacrifice was worth it in *The Gift of Magi*? And why?
- Q. 3 What does the title, '*The Gift of Magi*' signify about the true meaning of the gifts in the story?
- Q. 4 What does the man's "world - renowned nose" symbolize in the story?
- Q. 5 What do you think was behind the door on the right? And whether the end of *The Lady or the Tiger* is justified according to you?

Final weightage: $(5+5+5+5)/2=10$ Marks

Any 4 to be assigned to the students, preferably from the COs that were not covered in the Mid Term exam.

Suggested References:

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