Course Code & Name	26CAAE2001 Technical Communication		
Teaching Hours /week (L: T:P: R)	2:0:2:0	Credits	4
CIE Marks	40	ESE Marks	60
Course Type	Theory(AEC)	Exam Hours	3
Prerequisites (if any)	-		

Course Objectives:

1. To communicate effectively in academic, professional, and research contexts with emphasis on clarity, coherence, and precision in both written and oral communication.
2. To acquire the essential skills required for drafting technical documents, preparing reports, delivering presentations, and communicating effectively within a professional environment.

Course Outcomes (COs)

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

CO#	Course Outcomes	Bloom's Knowledge Level (KL)
CO 1	Apply technical communication skills to develop proficiency suited for workplace and academic purposes.	3
CO 2	Apply techniques of report writing, documentation, and data presentation in professional contexts.	3
CO 3	Analyze and create technical and scientific texts with clarity and accuracy.	4
CO 4	Apply oral communication skills during group discussions, interviews, and presentation in professional scenarios.	3
CO 5	Understand the application of digital and visual tools for effective technical writing and communication	2
CO 6	Apply principles of grammar, style, and organization for effective professional writing.	3

Note: *K1- Remember, K2- Understand, K3- Apply, K4- Analyse, K5- Evaluate, K6- Create*

CO-PO Mapping Table (Mapping of Course Outcomes to Program Outcomes)

CO #	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8
CO 1	-	2	-	-	3	-	-	-
CO 2	-	3	-	-	3	-	-	-
CO 3	-	3	-	-	2	-	-	-
CO 4	-	2	-	-	3	-	-	-
CO 5	-	3	–	-	2	-	-	-
CO 6	-	3	-	-	3	-	-	-

Note: *1: Slight (Low), 2: Moderate (Medium), 3: Substantial (High), - : No Correlation*

Course Assessment Method

(CIE: 40 marks, ESE: 60 marks)

Continuous Internal Evaluation Marks (CIE)

Attendance	Assignment/ Micro-project	Internal Examination-1 (Written)	Internal Examination- 2 (Written)	Total
8	12	10	10	40 Marks

End Semester Examination Marks (ESE)

In Part A, all questions need to be answered and in Part B, each student can choose any one full question out of two questions.

PART A	PART B	TOTAL
1. 2 Questions from each module. 2. Total of 8 Questions, each carrying 3 marks **(8x3 =24 marks)**	3. Each question carries 9 marks. 4. Two questions will be given from each module, out of which 1 question should be answered. 5. Each question can have a maximum of 3 subdivisions. **(4x9 = 36 marks)**	**60 Marks**

SYLLABUS

Module #	Syllabus Description	Hours
1	INTRODUCTION TO TECHNICAL COMMUNICATION Definition, Nature and Scope of Technical Communication. Features of Technical Writing – Clarity, Conciseness, Objectivity, Accuracy, and Tone. Barriers to Effective Communication and Strategies to Overcome them. Grammar Focus – Voice, Tense Consistency, Sentence Structure Activities: Write short notes on effective communication; identify errors in tone and clarity in sample technical documents	12
2	TECHNICAL WRITING & DOCUMENTATION Principles of Technical Writing – Audience Analysis, Purpose, and Organization. Types of Technical Documents –Job Application, Cover Letter, Resume CV, Biodata, Reports, Proposals, Memos, Instructions, Abstracts, and Manuals. Data Presentation – Tables, Graphs, Charts, and Figures. Grammar & Style – Nominalization, Active-Passive Conversions, Transition Devices Activities: Prepare a Job Application, Prepare a short technical report; practice visual data representation and editing technical passages	12
3	PROFESSIONAL CORRESPONDENCE & DIGITAL COMMUNICATION Business and Professional Correspondence – Enquiry, Order, Complaint, and Adjustment Letters. Email Writing, Memo Drafting, and Notice Writing – Format and Tone, Technology based communication. Technical Proposals – Structure and Writing Techniques. Grammar & Vocabulary – Prepositions, Word Formation, and Collocations Activities: Draft an official email for internship application; prepare a project proposal summary.	12
4	ORAL COMMUNICATION & PRESENTATION SKILLS Group Discussion and Interview Skills – Types, Structure, and	12

	Etiquette. Presentation Techniques – Use of Visual Aids and Digital Tools. Listening Skills for Academic and Professional Contexts. Non-Verbal Communication – Body Language, Eye Contact, and Gestures Activities: Prepare and deliver a short technical presentation; group discussion practice on emerging technologies	

Text Book				
Sl. No	**Title of the Book**	**Name of the Author/s**	**Name of the Publisher**	**Edition & Year**
1	Technical Communication: Principles and Practice	Meenakshi Raman & Sangeeta Sharma,	Oxford University Press	2018
2	Effective Technical Communication	Ashraf Rizvi	McGraw Hill Education	2017
3	Communication Skills in English, 2015.	Sanjay Kumar & Pushpalata	Oxford University Press	2015
4	Basic Business Communication	Lesikar & Flatley	Tata McGraw Hill	2013
5	Mindscapes: English for Technologists and Engineers	Department of English Anna University	Orient Black Swan	2012

Web References/ Video Links (NPTEL, SWAYAM…)	
Sl.No	**Link ID**
1	https://leverageedu.com/blog/english-for-competitive-exams/
2	https://www.uj.edu.sa/Files/1001210/Subjects/Chapter%205%20Listening%20Skills%20%20.pdf
3	https://www.differencebetween.com/difference-between-debate-and-vs-group-discussion/
4	https://www.thebalancecareers.com/job-interview-skills-to-get-hired-4138625
5	https://study.com/academy/lesson/formal-writing-definition-rules-examples.html

MODEL QUESTION PAPER

Reg No.:_____ Name:_____

FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY

MCA Integrated S2 (R) Examination, ……. (2026 Scheme)

Course Code: 26CAAE2001

Course Name: Technical Communication

Time: 3hrs Marks: 60

PART A

Answer all questions, each carries 3marks.

1. Explain the characteristics of Technical Communication (CO1) (3)
2. Write any three differences between Technical writing and Literary writing (CO6) (3)
3. Mention any three components of a Job application (CO2) (3)
4. Change the given sentences into Passive voice (CO6) (3)
    1. I will welcome all the guests
    2. Miss Mary teaches us English
    3. Raj caught the ball
5. What are Business letters? Mention any two types. (CO2) (3)
6. Mention any three advantages of using emails.(CO5) (3)
7. Explain the importance of Nonverbal communication during Job interviews (CO4) (3)
8. Mention any three elements of a successful Presentation (CO5) (3)

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PART B

Answer any one question/set of questions from each module.Each question carries 9 marks

Module I

9. Explain the features of Technical Writing (CO6) (9)

OR

10. List out the various barriers to communication. Suggest measures for improvement. (CO1) (9)

Module II

11. Explain the differences between a Biodata, Resume, and CV.(CO2) (9)

OR

12. a) Explain the Basics of Report writing (CO3) (5)

b) List out the components in the basic structure of a report (CO2) (4)

Module III

13. Write a letter to the HR manager of a leading company, requesting permission to do two-weeks internship at his company as a part of your academic curriculum (CO2) (9)

OR

14. Explain the core rules of Netiquette (CO5) (9)

Module IV

15. You are asked to make a presentation on a tough subject to 10th standard school students. Share your strategies to make your presentation interesting and effective? (CO5) (9)

OR

16. What are the advantages and disadvantages of telephonic/video interviews? (CO4) (9)

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