

**UNIVERSITY OF MADRAS**  
**B.A. DEGREE PROGRAMME IN ENGLISH**  
 SYLLABUS WITH EFFECT FROM 2023-2024

**ENGLISH FOR TECHNICAL WRITING**

Subject Code	Category	L	T	P	S	Credits	Inst. Hours	Marks		
								CIA	External	Total
305E6C	Elective	Y	Y	-	-	3	5	25	75	100
<b>Learning Objectives</b>										
LO1	To help the students to recognize and incorporate basic grammar, mechanics, and sentence variety in writing.									
LO2	To enable them to answer with explanation for Interviews four basic skills in English Listening, Speaking, Reading and Writing.									
LO3	To help the students to develop an ability to recognize main idea and supporting details in order to improve comprehension and retention of written information.									
LO4	To help them to understand professional writing by studying management communication contexts and genres, researching contemporary business topics, analyzing quantifiable data discovered by researching, and constructing finished professional workplace documents.									
LO5	Enable the students to apply the study of linguistic ability and grammar in their practical life.									
<b>UNIT</b>	<b>Details</b>									
I	Languages and skills of communication-Linguistic Techniques- Language acquisition - The History of English-Linguistics- Modern Usage.									
II	Reading Comprehension-English, Phonetics-Oral Presentation- Communication- Barriers to Communication.									
III	Linguistic Ability – Listening - Paragraph writing - Business Letter-Nature and Scope of Letters- Job application letters.									
IV	Technical description- Precis writing and application-speech-advertising.									
V	Telephone skills-Reports									
<p><b>The course outcome is based on the Learning Objectives. Each course objective will have a course outcome. This will elucidate what the student will acquaint once he completes that particular unit. There will be equal number of Learning Objectives and Course outcomes.</b></p>										

**The blooms taxonomy verbs will be given as a separate annexure for your reference. Each course outcome should be mapped with the POs. The mapping of each CO can be done with any number of POs.**

**UNIVERSITY OF MADRAS**  
**B.A. DEGREE PROGRAMME IN ENGLISH**  
 SYLLABUS WITH EFFECT FROM 2023-2024

<b>Course Outcomes</b>		
<b>Course Outcomes</b>	On completion of this course, students will;	
<b>CO1</b>	To clearly convey specialized information from a technical field to non-specialized audience.	PO1
<b>CO2</b>	Find jobs for their livelihood be motivated for their future education.	PO1, PO2
<b>CO3</b>	Apply the study of linguistic ability and grammar in their practical life.	PO4, PO6
<b>CO4</b>	Understand professional writing by studying management communication contexts and genres, researching contemporary business topics, analyzing quantifiable data discovered by researching, and constructing finished professional workplace documents.	PO4, PO5, PO6
<b>CO5</b>	Recognize, explain, and use the formal elements of specific genres of organizational communication: white papers, recommendation and analytical reports, proposals, memorandums, web pages, wikis, blogs, business letters, and promotional document.	PO3, PO8
<b>Text Books (Latest Editions)</b>		
I	Communication Skills- Dr. Gajanan Malviya S.Chand, Prof.R.N.Shukla	
<b>WEB SOURCE: <a href="http://Whatfix.com/blog/techical-writng-examples/">Whatfix.com/blog/techical –writing –examples/</a></b>		
<ol style="list-style-type: none"> <li>1. Technical Communciation by Mike Markel.14th Edition Mcmillan Learning 2025.</li> <li>2. The Inside’s Guide to technical Writing by Krista Van Laan.Xml Press,2012.</li> <li>3. Handbook of Techncial Writing by Gerald J.Alred, Charles T, Brusaw and Walter E.Oliu Published By Bedford/St.Martin’s,2011.</li> <li>4. The Elements of Style by William Strunk jr.and E.B.White.4th Edition.</li> </ol>		

**UNIVERSITY OF MADRAS**  
**B.A. DEGREE PROGRAMME IN ENGLISH**  
 SYLLABUS WITH EFFECT FROM 2023-2024

**Mapping with Programme Outcomes:**

	<b>PO 1</b>	<b>PO 2</b>	<b>PO 3</b>	<b>PO 4</b>	<b>PO 5</b>	<b>PO 6</b>	<b>PO 7</b>	<b>PO 8</b>	<b>PO 9</b>	<b>PO1 0</b>
<b>CO 1</b>	3	3	3	3	3	3	3	2	3	2
<b>CO 2</b>	2	3	3	3	2	3	3	2	2	2
<b>CO 3</b>	3	3	3	2	3	3	3	2	3	2
<b>CO 4</b>	3	3	3	3	3	3	3	2	2	2
<b>CO 5</b>	3	2	3	3	3	3	3	2	2	3

**Mapping with Programme Specific Outcomes:**

<b>CO /PO</b>	<b>PSO1</b>	<b>PSO2</b>	<b>PSO3</b>	<b>PSO4</b>	<b>PSO5</b>
<b>CO1</b>	3	3	3	3	3
<b>CO2</b>	3	3	3	3	3
<b>CO3</b>	3	3	3	2	3
<b>CO4</b>	3	3	3	3	3
<b>CO5</b>	3	3	3	3	3
<b>Weightage</b>	15	15	15	14	15
<b>Weighted percentage of Course Contribution to Pos</b>	3.0	3.0	3.0	2.8	3.0

**3 – Strong, 2 – Medium , 1 - Low**