



NPR College of Engineering & Technology

NPR Nagar, Natham, Dindigul - 624401, Tamil Nadu, India.

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.

An ISO 9001:2015 Certified Institution.

Phone No: 04544- 246 500, 246501, 246502.

Website : www.nprcolleges.org, www.nprcet.org, Email: nprcetprincipal@nprcolleges.org



Ms.R.Sindhu

Assistant Professor/English

Subject: Technical English

Subject Code: HS8251

SYLLABUS

HS8251

TECHNICAL ENGLISH

L T P C 4 0 0 4

OBJECTIVES:

The Course prepares second semester engineering and Technology students to:

- Develop strategies and skills to enhance their ability to read and comprehend engineering and technology texts.
- Develop strategies and skills to enhance their ability to read and comprehend engineering and technology texts.
- Develop their speaking skills to make technical presentations, participate in group discussions.
- Strengthen their listening skill which will help them comprehend lectures and talks in their areas of specialization.

UNIT I

INTRODUCTION TECHNICAL ENGLISH

12

Listening- Listening to talks mostly of a scientific/technical nature and completing information-gap exercises- Speaking –Asking for and giving directions- Reading – reading short technical texts from journals- newspapers- Writing- purpose statements – extended definitions – issue- writing instructions – checklists-recommendations-Vocabulary Development- technical vocabulary Language Development – subject verb agreement - compound words.

UNIT II READING AND STUDY SKILLS

12

Listening- Listening to longer technical talks and completing exercises based on them-Speaking – describing a process-Reading – reading longer technical texts- identifying the various transitions in a text-paragraphing- Writing- interpreting charts, graphs- Vocabulary Development-vocabulary used in formal letters/emails and reports Language Development- impersonal passive voice, numerical adjectives.

UNIT III TECHNICAL WRITING AND GRAMMAR

12

Listening- Listening to classroom lectures/ talks on engineering/technology -Speaking – introduction to technical presentations- Reading – longer texts both general and technical, practice in speed reading; Writing-Describing a process, use of sequence words- Vocabulary Development- sequence words- Misspelled words. Language Development- embedded sentences

UNIT IV REPORT WRITING

12

Listening- Listening to documentaries and making notes. Speaking – mechanics of presentations- Reading – reading for detailed comprehension- Writing- email etiquette- job application – cover letter –Résumé preparation (via email and hard copy) - analytical essays and issue based essays--Vocabulary Development- finding suitable synonyms-paraphrasing-. Language Development- clauses- if conditionals.

UNIT V GROUP DISCUSSION AND JOB APPLICATIONS

12

Listening- TED/Ink talks; Speaking –participating in a group discussion -Reading– reading and understanding technical articles Writing– Writing reports- minutes of a meeting- accident and survey- Vocabulary Development- verbal analogies Language Development- reported speech.

TOTAL :60 PERIODS

OUTCOMES: At the end of the course learners will be able to:

- Read technical texts and write area- specific texts effortlessly.
- Listen and comprehend lectures and talks in their area of specialisation successfully.
- Speak appropriately and effectively in varied formal and informal contexts.
- Write reports and winning job applications.

TEXT BOOKS:

- 1.Board of editors. Fluency in English A Course book for Engineering and Technology. Orient Blackswan, Hyderabad: 2016
- 2.Sudharshana.N.P and Saveetha. C. English for Technical Communication. Cambridge University Press: New Delhi, 2016.

REFERENCES:

1. Raman, Meenakshi and Sharma, Sangeetha- Technical Communication Principles and Practice.Oxford University Press: New Delhi,2014.
2. Kumar, Suresh. E. Engineering English. Orient Blackswan: Hyderabad,2015
3. Booth-L. Diana, Project Work, Oxford University Press, Oxford: 2014.
4. Grussendorf, Marion, English for Presentations, Oxford University Press, Oxford: 2007
5. Means, L. Thomas and Elaine Langlois, English & Communication For Colleges. Cengage Learning, USA: 2007

Students can be asked to read **Tagore, Chetan Bhagat** and for supplementary reading.

**UNIT I-LANGUAGE
DEVELOPMENT
SUBJECT VERB AGREEMENT**

20 Rules of Subject Verb Agreement



Can't we all just get along?

1. Subjects and verbs must agree in number.

- Singular subject = singular verb
- Plural subject = plural verb
- Cow= singular, eats= singular
- Ducks= plural, quack= plural
- *Hint*= SVS- singular verbs have an S
- Singular yes?- the verb has an “S”!
- Singular no? The “S” has to go!



2. Don't get confused by the words that come between the subject and verb.

The detective *who was called to the case* is usually very good.



3. Prepositional phrases between the subject and verb usually do not affect the agreement.

The biker *in this race* is very competitive.



The bikers *in this race* are very competitive.



4. If a sentence starts with “there” or “ here”, the subject will always be placed after the verb.



There is a **meeting** today.



Here are the **results** from this past month.

5. Subjects can come after the verb in questions.

- Does Betty always play with dolls?

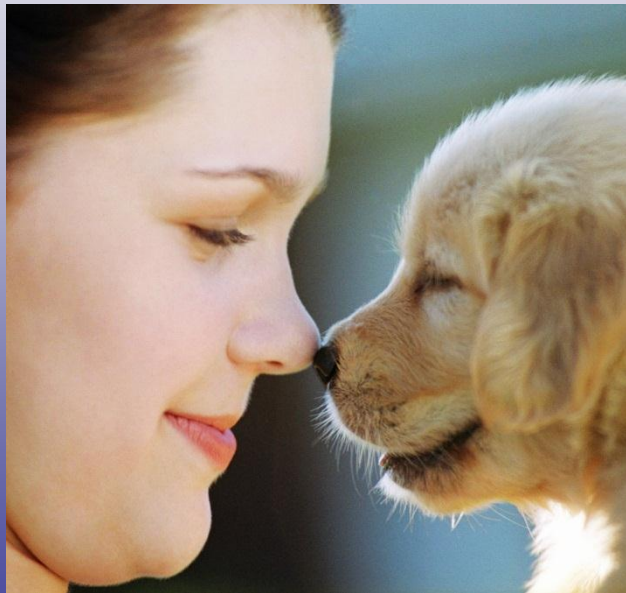


- How are the Bosco sticks today?



6. If two subjects are joined by “and”, they typically require a plural verb.

- The puppy and the lady are friends.



7. If two subjects are separated by “and” refer to the same thing, the verb is singular.

- Spaghetti and meatballs is my favorite pasta dish.

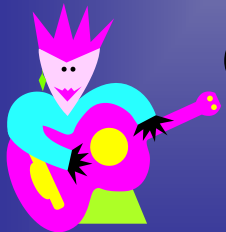


8. If both subjects are singular and connected by *or*, *nor*, *neither/nor*, *either/or* and *not only/but also*, the verb is singular.

- Sally *or* Bubba has stolen the scarecrow.

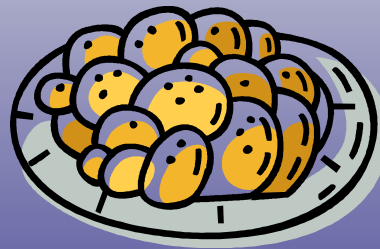


- *Not only* the guitar player *but also* the drummer was soaked with sweat.



9. If both subjects are plural and connected by the words *or*, *nor*, *neither/nor*, *either/or*, and *not only/but also*, the verb is plural.

- Cookies or brownies are nice treats for your teacher.

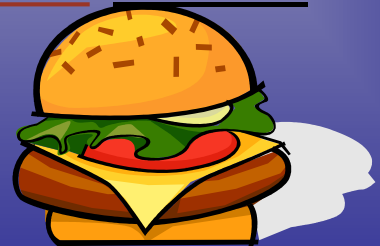


10. If one subject is singular and one plural and are connected by the words *or*, *nor*, *neither/nor*, *either/or*, and *not only/but also*, use the subject that is nearest the verb.

- Either my sisters or my mom **has** sent me a present.



- Not only Bob but also the Smiths **want** some hamburgers for supper.



11. Units of measurement usually use a singular verb.

- **Six gallons** of paint was used on the house.



- **Five dollars** is too much for a cup of coffee.



12. Collective nouns usually take a singular verb.

- The **herd** is stampeding.

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decompressor
are needed to see this picture.

The **class** was ready for the test.



13. Titles of books, movies, novels, etc. are treated as singular.

- *Holes* was one of my favorite books. I want to see the movie.

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decompressor
are needed to see this picture.

14. Two infinitives separated by and take a plural verb.

- To run and to read are my two favorite “Free-time” activities.



15. Gerunds alone take a singular verb. Gerunds linked by *and* take a plural verb.

- **Dancing** is not something everyone can do as well as I can!

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16. If the words each, every or no come before the subject, the verb is singular.



- **Each** boy and girl **has** to take the test.
- **Every** frog and toad **turns** into a prince.



- **No** paper and pen is required.
(But an apple would be nice!:))



17. Most indefinite pronouns take singular verbs.

one	body	thing
someone	somebody	something
anyone	anybody	anything
No one	nobody	nothing
everyone	everybody	everything



Little

One

* **Everybody** is happy.

Another

Neither

* **No one** has a dime.

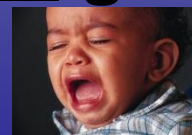


Much

Either

* **Nothing** was going to help.

Each



18. ***Both, few, many, others,***
and *several* take a plural verb.

- **Several** need to finish the race.



- A **few** have the right answer.



19. When the subject is ***all, any, more, most, none, or some***, this is the ONLY time you must look at the object of the prepositional phrase to determine whether it is singular or plural.

- ***All of the chickens*** have laid eggs.

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- ***Some of the milk*** has spilled.

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decompressor
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20. Final rule- Remember, only the
SUBJECT affects the verb!

