

Technical English and Business Communication

DCA-103

Block I

Unit I: Definition of Technical Vocabulary, Word Formation, Principles of word formation

Unit II: SUFFIX, NOUN to NOUN, VERBS TO NOUNS , NOUN TO VERBS, NOUN TO ADJECTIVE, ADJECTIVES TO NOUNS, VERBS TO ADJECTIVES, LESS COMMON SUFFIXES, COMPOUND ADJECTIVES

Unit III: ARTICLES, Conjunctions and Prepositions, Conjunctions, Prepositions , Use of prepositions

Unit IV: ACTIVE AND PASSIVE VOICE, Changing Active Voice into Passive Voice, Changing Passive Voice into Active

Block II

Unit V: NOTE MAKING: Reading strategy, How to make notes?, Indenting, Heading, Format, Methods of note making, Topicalising, Sequencing, How do you summarize?, Reading Text, Skimming, Skim the material .

Unit VI: PARAGRAPH WRITING: Salient features , Unity, Coherence, Key points to remember. TRANSCODING : Role play, Conversational Techniques, Discussions, Oral Reporting, What is role play? Why use role play? How to use role playing? Ground rules for interactive exercises, Role play example, Roleplay - conversational Techniques discussions – Oral, Reporting.

Unit VII: Vocabulary Items, Prefix, Words with prefixes – ‘multi- ’ , Words with prefix ‘under-’, Asking and answering questions, YES / NO question Forms, Tag Questions, Information

(or Question word) questions, Spelling and Punctuation, The full stop, The Question mark, The exclamation mark, The Comma, The Apostrophe (‘), Semi – colon (;), The colon (:), Quotation Marks, The Hyphen, Capital letters, Parentheses (), Brackets []

Unit VIII: Reading Comprehension, Scanning for Information, Two Levels of Reading, Steps for Scanning, Listening and Guided Note – taking, Levels of Listening, The Barriers to listening, Complex Inter personal relationship, Misread the non verbal cues, Rules of good listening, Note taking study skills, Listening for details. Paragraph writing: The structure of a Paragraph, Topic Sentence, Note making. Comparing and Contrasting using expressions of comparisons, Discussing

creative ideas, Use of Modals verbs, Tips to understand the functioning of Modals

Block III

Unit IX: COMPOUND NOUNS- NEGATIVE PREFIXES: COMPOUND NOUNS, PREFIXES: Negative Prefixes. Antonym: List of Antonyms. Noun and verb compounds, Noun and Gerunds, Gerund and Noun, Noun to noun, Noun and adjective , Prepositions and Noun, Making sentences using phrases.

Unit X: TENSES – SIMPLE PAST AND PRESENT PERFECT: Present Perfect Tense , Present Perfect Tense in Affirmative sentences, Present Perfect Tense in Interrogative sentences, Negative Sentences. SIMPLE PAST TENSE: The Narrative Past, Reported Speech : Reporting verb in the past tense, Change of pronouns and possessive adjectives, Adverbs and adverbial phrases of time. Interrogative sentences, Exclamatory sentences, Imperative sentences, Reading and guessing meanings in context

Unit XI: LISTENING AND NOTE TAKING: Techniques of note taking while listening, Listening, Filtering, Paraphrasing, Note taking, Channel Conversation from text to chart, Making Recommendations: Process for making recommendation. Discussion – Role play explaining and convincing, Expanding Nominal Compounds – Words with multiple meanings, Error Correction:

Common Pronoun errors, Adverbial expressions, Confusion with prepositions & infinitives.
Compound Adjectives.

Block IV

Unit XII: SIMPLE PAST AND PRESENT PERFECT TENSE

Unit XIII: Reading – Prediction of content, Understanding Advertisements, Drafting advertisements, Scanning the text and comprehension check. Listening for details – Listening Comprehension, Logical Connectors and Transitional Signals, Active Listening Quiz, Role play – Discussion speculating about future, Comparison, Contrast , Conjunctions and expressions to be used, Role play – Discussion speculating about future

Unit XIV: Formation of Nouns, Verbs and Adjective from Root Words, USEFUL PHRASES AND EXPRESSIONS, Gerunds: If conditional clauses – gerunds, Gerunds as passive forms , Perfect forms of gerunds, Reading for Comprehension – Intensive Reading. Accuracy in Listening
– Listening to discussion on specific issues.

Unit XV: GROUP DISCUSSION AND WRITING FORMAL LETTERS

Supplementary Course Material is available at: <http://nptel.ac.in/courses/109106066/2>
and

<http://nptel.ac.in/courses/109104030/>