



# JAIPUR ENGINEERING COLLEGE AND RESEARCH CENTRE

Year & Sem – 2<sup>nd</sup> Year, 3<sup>rd</sup> Sem

Subject – Technical Communication

Unit – 01( II PART )

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## **VISION & MISSION OF INSTITUTE**

To become a renowned centre of outcome based learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.



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## **VISION & MISSION OF DEPARTMENT**

- Focus on evaluation of learning outcomes and motivate students to inculcate
- research aptitude by project based learning.
- Identify, based on informed perception of Indian, regional and global needs, the
- areas of focus and provide platform to gain knowledge and solutions.
- Offer opportunities for interaction between academia and industry.
- Develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders may emerge.



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## **COURSE OBJECTIVE**

**CO1:** able to express themselves better in technical writing by understanding the concept, style and methodology used in Technical communication.

**CO2:** able to pursue higher studies by working on all aspects of English Language and also develop a better understanding of process and design of technical texts.

**CO3:** able to get an in depth knowledge of technical communication used in professional life by getting to know all the forms and aspects of Technical Communication.



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## **CONTENTS**

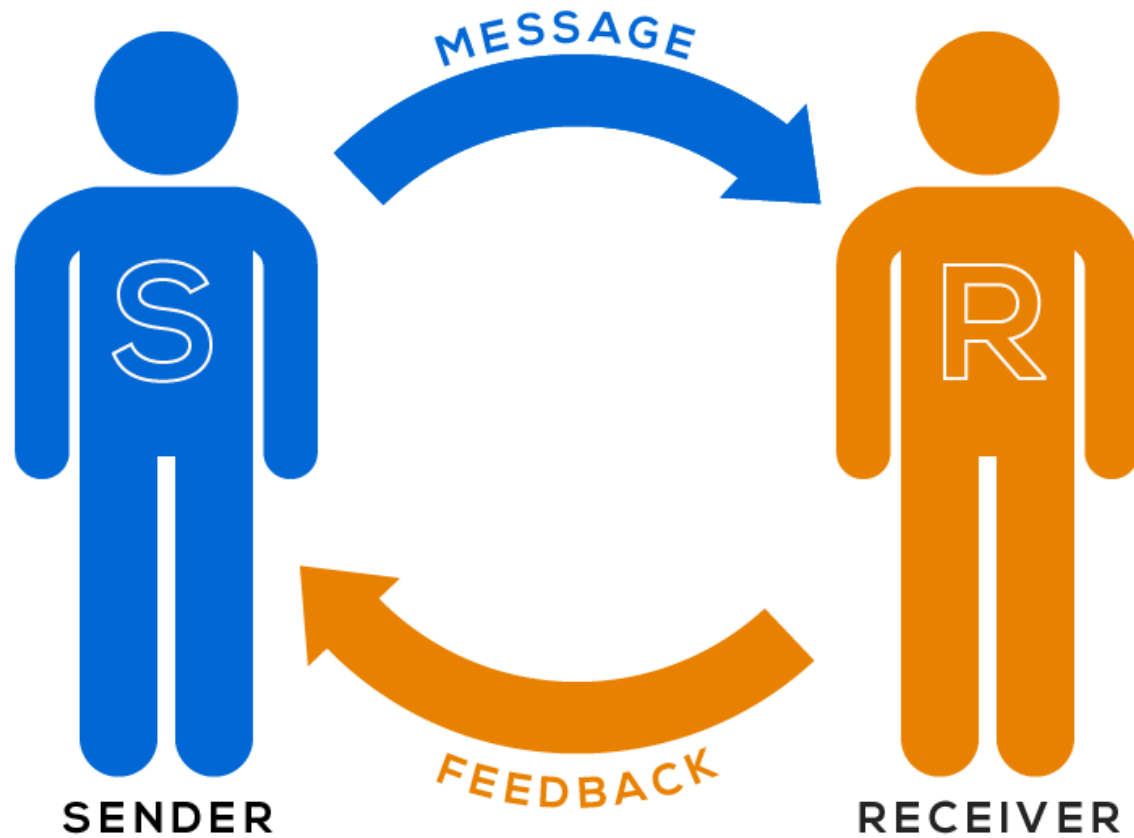
**Technical communication skills :-**

**Listening, speaking, writing, reading writing),  
linguistic ability, style in technical  
communication.**

# COMMUNICATION

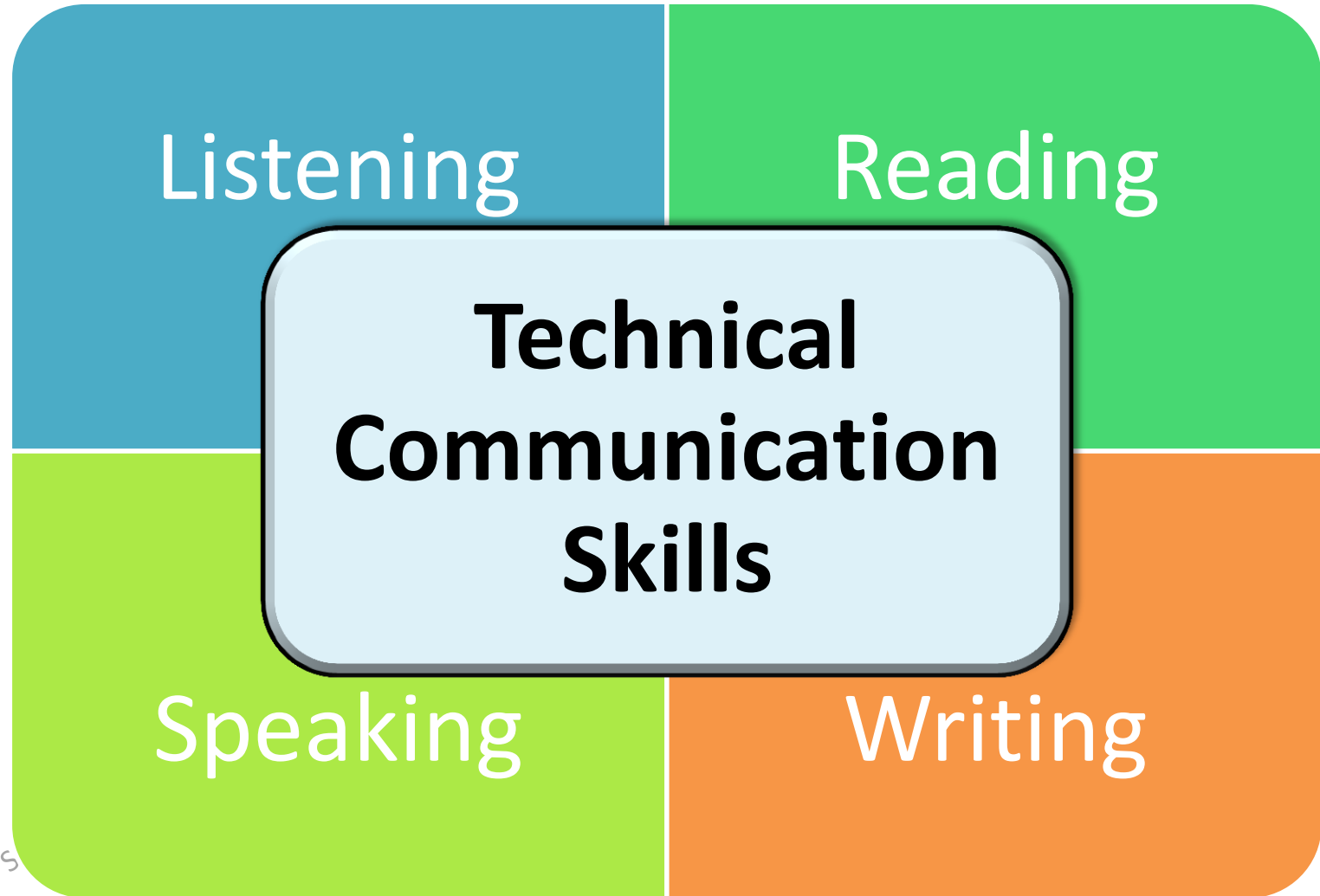


**Communication is a behaviour that results in exchange of meaning**  
- American Management Association



In general, communication is an exchange of meaning and understanding. Communication begins with the sender sending message cues, which are perceived by the receiver who assigns meaning to them and responds to them accordingly.

# Technical Communication Skills





# LISTENING

Listening skills are probably one of the most important language skills that you need in order to be successful in your academic and professional pursuits.



# LISTENING

The following table will show various types of listening skills under three categories,

<b>General</b>	<b>Academic: Listening to/ during</b>	<b>Professional:</b>
<ul style="list-style-type: none"><li>Casual conversation</li><li>• Formal conversation</li><li>• Social interaction</li><li>• Public speeches</li><li>• Announcements</li><li>• Radio</li><li>• Television programmes</li><li>• News reports</li></ul>	<ul style="list-style-type: none"><li>• Lectures</li><li>• Tutorials and practical</li><li>• Seminars and workshops</li><li>• Technical presentations</li><li>• Academic discussions</li><li>• Academic interactions</li><li>• Viva voce</li></ul>	<ul style="list-style-type: none"><li>Professional interactions</li><li>• Meetings</li><li>• Conferences</li><li>• Interviews</li><li>• Professional discussions</li><li>• Professional presentations</li><li>• Teleconferencing</li><li>• videoconferencing</li></ul>



# SPEAKING

Speaking skills are also important for a person's professional survival and growth. A person requires effective oral communication skills in several formal communicative situations.

- ❑ Oral communication not only makes professional interaction possible, it develops information and understanding essential for decision making in meetings, conferences and other similar oral communicative skills.
- ❑ As oral communication is a tool of professional and business interactions, one should be able to use it fluently, effectively and confidently.



# **SPEAKING**

<b>General</b>	<b>Academic: Listening to/ during</b>	<b>Professional:</b>
<p>Casual conversation</p> <ul style="list-style-type: none"><li>• Casual conversation</li><li>• Formal conversation</li><li>• Social interaction</li><li>• Public speeches</li><li>• Small talks on local topics</li><li>• Negotiation meanings in social situations</li><li>• Conversation tasks in a given social milieu</li></ul>	<ul style="list-style-type: none"><li>• Lectures</li><li>• Tutorials and practical</li><li>• Seminars and workshops</li><li>• Technical presentations</li><li>• Academic discussions</li><li>• Academic interactions</li><li>• Viva voce</li><li>• Oral interactions</li><li>• Oral reports</li></ul>	<ul style="list-style-type: none"><li>• Professional interactions</li><li>• Oral reports</li><li>• Oral presentations</li><li>• Group discussions/ meetings</li><li>• Conferences</li><li>• Workshops</li><li>• Interviews</li><li>• Professional discussions</li><li>• Teleconferencing</li><li>• video conferencing</li></ul>

# WRITING

The significance of writing cannot be overemphasised because writing is so important for students of all kinds and professionals in all fields. Both professionals and students need excellent writing skills to survive and excel in their pursuits.



# WRITING

The following table includes various writing skills,

<b>General</b>	<b>Academic: Listening to/ during</b>	<b>Professional:</b>
<ul style="list-style-type: none"><li>• Personal letters</li><li>• Personal e-mail messages</li><li>• Notes</li><li>• Comments</li><li>• General articles</li></ul>	<ul style="list-style-type: none"><li>• Examination answers</li><li>• Project reports</li><li>• Lab reports</li><li>• Synopsis</li><li>• Thesis</li><li>• Dissertations</li><li>• Abstracts</li><li>• Research papers</li><li>• Scientific articles</li><li>• Classroom notes</li><li>• Lecture notes</li></ul>	<ul style="list-style-type: none"><li>• technical reports</li><li>• Industrial reports</li><li>• Project proposals</li><li>• Business proposals</li><li>• Business letters</li><li>• Electronic mailing</li><li>• Memos, Notices</li><li>• Agenda, Minutes</li><li>• Technical abstracts</li><li>• Job applications</li><li>• Resumes</li></ul>

# READING

Like listening and speaking, reading is also important for effective communication. You need effective reading skills as you may be required to read several kinds of reading material for different general, academic and professional purposes.



# READING

The following table includes various reading skills,

<b>General</b>	<b>Academic: Listening to/ during</b>	<b>Professional:</b>
<ul style="list-style-type: none"><li>• Newspapers</li><li>• Magazines</li><li>• Journals</li><li>• Novels</li><li>• Stories</li><li>• Articles</li><li>• Personal letters</li><li>• Emails</li><li>• General books</li><li>• Entertainment literature</li></ul>	<ul style="list-style-type: none"><li>• Text books</li><li>• Journals</li><li>• Research papers</li><li>• Scientific articles</li><li>• Classroom notes</li><li>• Lecture notes</li><li>• Thesis</li><li>• Dissertations</li><li>• Abstracts</li></ul>	<ul style="list-style-type: none"><li>• Business reports</li><li>• Proposals</li><li>• Business letters</li><li>• Memos</li><li>• Email messages</li><li>• Notes &amp; notices</li><li>• Circulars</li><li>• Promotional bulletins</li><li>• Catalogues</li><li>• Instruction manuals</li><li>• Corporate brochures</li></ul>





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## **BIBLIOGRAPHY**

- [www.slideshare.net/vishakajain3/technical-communication-skills](http://www.slideshare.net/vishakajain3/technical-communication-skills)
- <https://www.google.co.in/imghp?hl=en&tab=wi&ogbl>

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# Thank you

Sonia Khubchandani (Assistant Professor, English & Humanities), JECRC, JAIPUR