

## **TECHNICAL COMMUNICATION: UG Core**

**HST101**

**Credits: 3**

**1-2-0**

**Course Objective: to develop the skills of comprehending and analyzing a written work and to develop writing skills**

Selected chapters from the prescribed textbook: *Insights: A Course in English Literature and Language* by E. Elango, Orient Blackswan Publishers:

‘The Diary of a Young Girl’

‘Freedom at Midnight’

‘Wings of Fire’

‘Sporting Spirit’

‘Our Urgent Need for Self-esteem’

“Emotional Intelligence”

### **Grammar and Writing:**

Reading Skills

Subject-verb agreement

Tenses

Passive voice

Writing Skills

Prepositions

Conditional sentences

reported speech

Précis Writing

Common errors

Common idioms and proverbs (meaning and usage)

Formal letters including job application with resume

Writing emails

### **Suggested References:**

1. Eastwood, John: Oxford Practice Grammar, OUP
2. Fitikides, T.J.: Common Mistakes in EEnglish, Orient Longman
3. Jones, Daniel: English Pronouncing Dictionary, Cambridge University Press
4. Kumar, Shiv K. & Hemlatha Nagarajan: Learn Correct English, Pearson Education
5. Murphy, Raymond: P English Grammar in Use, Cambridge University Press
6. Thornbury, Scott: Natural Grammar, Oxford University Press