

**Course Name** Technical Report Writing & Language Laboratory Practice  
**Course Code** HU(EE)481  
**Course Credit** 2  
**Contact Hour** 3P

**Prerequisite**

**Course Objective**

The objectives of this course are

**Course Outcome**

On completion of the course students will be able to

1. Learn to write project reports, technical reports etc.
2. Learn to build up team as well as improve efficiency.
3. Learn to improve their communication skills as well as personality.

**CO Mapping with departmental POs**

H: High, M: Medium, L: Low

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO 1							M	H			L	H
CO 2							H	M			L	M
CO 3							L	L			H	L

**Course Content**

**Module I: Technical Report Writing**

1. Report Types (Organizational / Commercial / Business / Project )
2. Report Format & Organization of Writing Materials
3. Report Writing (Practice Sessions & Workshops)

**Module II: Language Laboratory Practice**

Introductory Lecture to help the students get a clear idea of Technical Communication & the need of Language

**A. Laboratory Practice Sessions**

**B. Conversation Practice Sessions (To be done as real life interactions)**

- i. Training the students by using Language Lab Device/Recommended Texts/cassettes /cd's to get their Listening Skill & Speaking Skill honed
- ii. Introducing Role Play & honing over all Communicative Competence

**C. Group Discussion Sessions:**

- i. Teaching Strategies of Group Discussion
- ii. Introducing Different Models & Topics of Group Discussion
- iii. Exploring Live /Recorded GD Sessions for mending students' attitude/approach & for taking remedial measure

**D. Interview Sessions**

- i. Training students to face Job Interviews confidently and successfully

- ii. Arranging Mock Interviews and Practice Sessions for integrating Listening Skill with Speaking
- iii. Skill in a formal situation for effective communication

**E. Presentation:**

- i. Teaching Presentation as a skill
- ii. Strategies and Standard Practices of Individual /Group Presentation
- iii. Media & Means of Presentation: OHP/POWER POINT/ Other Audio-Visual Aids

**F. Competitive Examination:**

- i. Making the students aware of Provincial /National/International Competitive Examinations
- ii. Strategies/Tactics for success in Competitive Examinations
- iii. SWOT Analysis and its Application in fixing Target

**Text Books:**

1. Nira Konar: English Language Laboratory: A Comprehensive Manual, PHI Learning, 2011
2. D. Sudharani: Advanced Manual for Communication Laboratories & Technical Report Writing, Pearson Education (W.B. edition), 2011

**Reference Books:**

1. Adrian Duff et. al. (ed.): Cambridge Skills for Fluency
2. Speaking (Levels 1-4 Audio Cassettes/Handbooks)
3. Listening (Levels 1-4 Audio Cassettes/Handbooks)
4. Cambridge University Press 1998
5. Mark Hancock: English Pronunciation in Use
6. Audio Cassettes/CD'S OUP 2004