

	ANDHRA PRADESH STATE COUNCIL OF HIGHER EDUCATION
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**Model Syllabus for Special English (Minor) in consonance with Curriculum
framework w.e.f. AY 2025-26**

COURSE STRUCTURE

Year	Semester	Course	Title of the Course	No. of Hrs /Week	No. of Credits
III					
	VI	5	Technical Writing	4	4
		6	Communicative English	4	4

SEMESTER-VI

COURSE 5: TECHNICAL WRITING

Theory

Credits: 4

4 hrs/week

Course Objectives

- Introduce the fundamentals and real-world relevance of technical writing.
- Develop students' ability to write clear, concise, and structured technical documents.
- Enable students to use appropriate style and format for professional communication.
- Familiarize students with the common tools and practices used in workplace documentation.
- Prepare students for entry-level technical writing or documentation roles in industries, service sectors, and government offices.

Learning Outcomes

- Remember key terms and formats in technical writing.
- Understand the differences between literary and technical writing.
- Apply correct structure and format to basic workplace documents.
- Analyze samples and identify areas of improvement in writing.
- Evaluate professional writing based on clarity, tone, and appropriateness.
- Create simple technical documents such as reports, emails, and manuals.

Unit I

- What is Technical Writing? – Definition and Scope
- Difference between Literary and Technical Writing
- Importance of Technical Communication in Jobs
- Qualities of a Good Technical Document

Unit II

- Writing Clearly – Short and Direct Sentences
- Use of Active Voice and Neutral Tone
- Common Errors – Redundancy and Ambiguity
- Formal vs Informal Writing

Unit III

- Memos, Notices, and Circulars
- Email Writing – Professional Tone and Structure
- Instructions and User Guidelines
- Meeting Agenda and Minutes

Unit IV

- Writing a Simple Project or Visit Report
- Proposal Writing – Need and Format
- Using Bullets, Headings, and Tables

Unit V

- Document Formatting using MS Word / Google Docs

- Proofreading using Tools like Grammarly / Hemingway
- Use of Templates, Charts, and Visual Aids
- Plagiarism, Referencing, and Ethics in Writing

Suggested Classroom Activities

- Identify and list technical documents used in your college or hometown.
- Rewrite an informal WhatsApp message or spoken instruction into a formal email.
- Draft a memo, notice, or a user guide (e.g., 'How to apply for a scholarship').
- Write a one-page visit report or proposal to start a college club.
- Format a sample document with heading styles, bullets, numbering, and a chart using MS Word or Google Docs.
- Use Grammarly or Hemingway to correct and improve your writing.
- Prepare a short user manual (e.g., 'How to Use a Library Catalogue' or 'How to Use a Fire Extinguisher').

References

- Meenakshi Raman & Sangeeta Sharma – Technical Communication: Principles and Practice
- Sharon Gerson & Steven Gerson – Technical Writing: Process and Product
- Purdue OWL – <https://owl.purdue.edu>
- Grammarly – <https://www.grammarly.com>
- Hemingway App – <https://hemingwayapp.com>
- Sample Templates: Memos, Reports, Circulars – Provided by Instructor

SEMESTER-VI

COURSE 6: COMMUNICATIVE ENGLISH

Theory

Credits: 4

4 hrs/week

Course Objectives

- To equip students with effective oral and written communication skills for academic and professional contexts.
- To enable learners from rural and regional backgrounds to speak and write confidently in English.
- To introduce strategies for public speaking, group discussion, and professional correspondence.
- To develop fluency, clarity, and coherence in communication with practical exposure.

Learning Outcomes

- Recognize the key features of spoken and written English communication.
- Describe various forms of interpersonal and professional communication.
- Demonstrate the ability to participate in conversations, discussions, and interviews.
- Apply correct grammar, vocabulary, and tone in writing and speaking.
- Develop and present oral and written communication suited to real-world needs.

Unit I:

- Definition and Elements of Communication
- Types: Verbal, Non-verbal, Written, Visual
- Barriers to Communication and Strategies to Overcome barriers

Unit II

- Telephone Etiquette and Informal Dialogues
- Public Speaking: JAM, Speeches, Descriptions

Unit III

- Listening to Announcements, Lectures, and Interviews
- Note-taking and Summary Writing from Audio Clips

Unit IV

- Paragraph Writing, Descriptive and Narrative Tasks
- Letter Writing: Formal, Informal and E-mail Etiquette
- Report Writing and Notice/Agenda for Meetings

Unit V

- Mock Interviews and Resume Preparation
- Role Plays for Real-life Situations (Shop, Bank, Interview, Travel)
- Debates

Unit-wise Suggested Classroom Activities

Unit I

- Activity: Role-play scenarios demonstrating different types of communication.
- Activity: Identify and correct communication barriers in sample dialogues.
- Activity: Match non-verbal cues to corresponding emotions/messages.

Unit II

- Activity: JAM (Just A Minute) practice on everyday topics.
- Activity: Simulate telephonic conversations using real-life contexts.
- Activity: Practice impromptu speeches and classroom interviews.

Unit III

- Activity: Listen to short audios and answer comprehension questions.
- Activity: Audio-to-text summary writing exercises.
- Activity: Fill in the blanks based on listening to a short announcement.

Unit IV

- Activity: Draft a personal letter and an email for given situations.
- Activity: Write a paragraph describing an event from memory.
- Activity: Prepare a notice and agenda for a college meeting.

Unit V

- Activity: Conduct mock group discussions with feedback sessions.
- Activity: Participate in peer interviews and resume reviews.
- Activity: Perform role-plays (e.g., buying tickets, job interview, complaint at a store).
- Debates on current topics.

References

Offline Resources

- Krishna Mohan & Meera Banerji – Developing Communication Skills
- J. K. Gangal – A Practical Course in Spoken English
- Geetha Nagaraj – English Language Teaching: Approaches and Methods

Online / Digital Resources

- YouTube Channels: BBC Learning English, EnglishClass101, FluentU
- MOOCs: SWAYAM/NPTEL Courses on Communication and Soft Skills
