

Shantilal Shah Engineering College, Bhavnagar

General Department

B.E. Sem.3 (all branches)

Subject: Effective Technical Communication

Notice for Assignment Submission

Dt. 11/11/2023

This is to inform all students that the Assignment Submission for the subject Effective Technical Communication is to be completed by 16/12/2023.

- Topics for assignment are mentioned below
- All questions are compulsory and write them in sequence of chapters as per syllabus.
- No need to print the manual. Assignment can be written in file pages or in a full scape book.
- Certificate and Index pages are to be printed separately from the manual in the following page.
- Laboratory Manual is also to be completed and submitted along with the Assignment.
- Short viva (oral exam) will be conducted at the time of submission.

This submission carries 20 marks and viva 30 marks of your internal evaluation. All those who fail to submit timely, will be considered absent while final assessment.

• Schedule for Submission and Viva

Sr. No.	Date of Submission	Time for Submission	Branch	Faculty Concerned
1.	11/12/2023 Monday	3.30pm Room No. 210/B, SCOPE Lab.	Civil-A (all students)	Prof. D.B. Rangani
2.	13/12/2023 Wednesday	1.15pm Room No. 117, Main Building	IT-A (B1 & B4)	Prof. D.N. Vaishnav
3.	13/12/2023 Wednesday	1.15pm Room No. 210/B, SCOPE Lab.	IT-A (B2 & B3)	Prof. D.B. Rangani
4.	14/12/2023 Thursday	11am Room No. 117, Main Building	<ul style="list-style-type: none">• Elec-A (B2)• IC (all students)	Prof. D.N. Vaishnav
5.	14/12/2023 Thursday	11am Room No. 210/B, SCOPE Lab.	Elec-A (B1)	Prof. D.B. Rangani
6.	15/12/2023 Friday	3.30pm Room No. 117, Main Building	IT-B (B5 & B8)	Prof. D.N. Vaishnav
7.	15/12/2023 Friday	3.30pm Room No. 210/B, SCOPE Lab.	IT-B (B6 & B7)	Prof. D.B. Rangani

Prof. D.N. Vaishnav
Subject Coordinator

Assignment Manual for

Effective Technical Communication

(3130004)

B.E. Semester 3 (All branches)

Institute logo



Directorate of Technical Education, Gandhinagar,

Gujarat

Effective Technical Communication

(3130004)

Assignment Manual is prepared by

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**Committee Chairman
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College Name: _____

Certificate

This is to certify that Mr./Ms. _____
_____ Enrollment No. _____ of B.E. Semester _____
_____ Engineering of this Institute (GTU Code: _____) has satisfactorily
completed the assignments for the subject **Effective Technical
Communication (3130004)** for the academic year _____.

Place: _____

Date: _____

Name and Sign of Faculty member

Head of the Department

Preface

Main motto of any assignment work is for enhancing required skills as well as creating ability amongst students to solve real time problems by developing relevant competencies in the cognitive domain. By keeping in view, GTU has designed competency focused outcome-based curriculum for engineering degree programs where sufficient weightage is given to both theory as well as practical work. It shows the importance of enhancement of skills amongst the students and it pays attention to utilize every second of time allotted for learning amongst students, instructors and faculty members. It is essential for effective implementation of competency focused outcome-based curriculum that every assignment is keenly designed to serve as a tool to develop and enhance relevant competency required by the various industries among every student. Accordingly, this assignment manual is designed to focus on the industry-defined relevant outcomes, rather than old practice of conducting practical and solving questions to prove concepts and theory.

The curriculum of ETC is specifically designed for budding engineers for their successful survival and progress in the field. One excels with flying colors when along with technical knowledge one has honed effective communication skills. Assignment manual will help students in refining their communication skills' knowledge.

Utmost care has been taken while preparing this assignment manual however there are chances of improvement. Therefore, we welcome constructive suggestions for improvement and removal of errors if any.

Course Outcome matrix**Course Outcomes (COs):**

At the end of the course students will be able to:

1. Define and discuss dynamics of Verbal and Non – verbal aspects of Communication.
2. Write various documents of technical and professional communication.
3. Communicate in diverse formal situations taking place in the organization.
4. Illustrate and examine the knowledge of ethical aspects of engineering.
5. Demonstrate and explain social and professional etiquettes.
6. Plan self-development and practice self-assessment.

Sr. No.	Assignments	CO1	CO2	CO3	CO4	CO5	CO6
1.	Dynamics of Communication	√					
2.	Technical Writing		√				
3.	Technical Communication			√			
4.	Ethics in Engineering				√		
5.	Etiquettes					√	
6.	Self-development and assessment						√

Index (Progressive Assessment Sheet)

Sr. No.	List of Assignments	Page No.	Date of assignment	Date of submission	Assessment Marks	Sign. of Teacher with date	Remarks
1.	Dynamics of Communication						
2.	Technical Writing						
3.	Technical Communication						
4.	Ethics in Engineering						
5.	Etiquettes						
6.	Self-development and assessment						
Total							

Assignment 1

Dynamics of Communication (CO1) [5 marks]

Q.1 Define Communication and explain the process with the figure of communication cycle.

Q. 2 Explain how inter personal and intercultural communication affects in professional life.

Q. 3 Elaborate components of non – verbal communication.

Assignment 2

Technical Writing (CO2) [5 marks]

Q. 1 Prepare technical description of any one tool, mechanism or a piece of equipment with useful information and a clean diagram.

Q. 2 A leading university in your city has sought proposals for setting up a computer lab in its campus. As an expert in the field, draft a proposal to the registrar of the university.

Q. 3 Define the term agenda and minutes. Discuss their significance with reference to meetings.

Assignment 3

Technical Communication (CO3) [5 marks]

Q. 1 Explain the strategies for an effective presentation.

Q. 2 Enlist the types of public speaking and exemplify the general qualities of an effective public speaker.

Q. 3 What is the importance of critical and creative thinking process for effective communication?

Assignment 4

Ethics in Engineering (CO4) [5 marks]

Q. 1 What are the characteristics of Responsible professionals and Responsible organizations?

Q. 2 Explain the steps for resolving Ethical Dilemma with an example.

Q. 3 Give three examples of Unethical behavior which should be avoided by an engineer in his/her Engineering Profession.

Assignment 5

Etiquettes (CO5) [5 marks]

Q. 1 What is “Small talk in business?” Give an example. What will you take care during a small talk?

Q. 2 Which things have to be planned before you go for a foreign business trip for a presentation to the client? Anything to be done after coming back from that foreign business trip?

Q. 3 What is “Respecting Others’ Privacy & Protecting our Privacy?” How will you respect others’ privacy at workplace?

Assignment 6

Self-Development and Assessment (CO6) [5 marks]

Explain the following with reference to Self-development and self-assessment:

1. Reading and Listening skills
2. Communication Skills
3. Prioritizing your needs in life
4. To remember and to keep record is very essential
5. Change is inevitable in life.
6. Life-long Learning

Final weightage: $(5+5+5+5)/2=10$ Marks

Any 4 to be assigned to the students, preferably from the COs those were not covered in Mid Term exam.

Suggested References:

- Raman and Sharma, *Technical Communication*, OUP, New Delhi, 2017
- Lata and Kumar, *Communication Skills*, OUP, New Delhi, 2018
- Mike Martin and Roland Schinzinger, *Ethics in Engineering*, McGraw Hill, New York, 2014
- Mohapatra and Sreejesh S., *Case Studies in Business Ethics and Corporate Governance*, Pearson, UP, 2013
- Ramesh and Ramesh, *The Ace of Soft Skills*, Pearson, UP, 2019
- Sherfield, Montgomery and Moody, *Cornerstone: Developing Soft Skills*, UP, 2009