

<b>Subject: Technical Writing Second</b>	
<b>Paper Code: HS-204</b>	
<b>Semester: IV</b>	
<b>Course Objectives:</b>	
<b>1. To improve grammar and sentence structure and build vocabulary</b>	
<b>2. To understand how to write different types of writings</b>	
<b>3. To understand how to compose different types of business documents.</b>	
<b>4. To understand business ethics and develop soft skills.</b>	
<b>Course Outcomes:</b>	
<b>CO1. Ability to improve grammar and sentence structure and build vocabulary</b>	
<b>CO2. Ability to write different types of writings with clarity.</b>	
<b>CO3. Ability to write different types of business documents.</b>	
<b>CO4. Ability to apply business ethics and enhance personality.</b>	
<b>Unit-1</b>	
<b>Grammar: Types of sentences ( simple, complex and compound) and use of connectives in sentences</b>	<b>2</b>
<b>Subject -Verb Agreement</b>	<b>1</b>
<b>Comprehension</b>	<b>1</b>
<b>Vocabulary: Synonyms and Antonyms, Homophones and Homonyms</b>	<b>1</b>
<b>Word Formation: Prefixes and Suffixes, Indianism</b>	<b>1</b>
<b>Misappropriation and Redundant Words</b>	<b>1</b>
<b>Question Tags and Short Responses</b>	<b>1</b>
<b>Unit-2</b>	
<b>Writing Styles - Expository, Descriptive Writing</b>	<b>1</b>
<b>Argumentative, Explanatory and Narrative Writing</b>	<b>1</b>
<b>Precis Writing</b>	<b>1</b>
<b>Visual Aids in Technical Writing</b>	<b>1</b>
<b>Plagiarism and Language Sensitivity in Technical Writing</b>	<b>1</b>
<b>Dialogue Writing</b>	<b>2</b>
<b>Proposals: Purpose and Types</b>	<b>1</b>
<b>Unit-3</b>	
<b>Letters at the Workplace - Letter Writing: Request, Sales, Enquiry, Order and Complaint</b>	<b>2</b>
<b>Job Application - Resume and Cover Letter, Difference between Resume and CV</b>	<b>1</b>
<b>Preparation for Interview</b>	<b>1</b>
<b>Meeting Documentation - Notice, Circular, Agenda</b>	<b>1</b>
<b>Memorandum, Office Order</b>	<b>1</b>
<b>Minutes of Meeting</b>	<b>1</b>
<b>Writing Instructions</b>	<b>1</b>
<b>Unit-4</b>	

<b>Ethics and Personality Development --The role of Ethics in Business Communication</b>	
<b>-Ethical Principles</b>	<b>1</b>
<b>Time Management</b>	<b>1</b>
<b>Self-Analysis through SWOT</b>	<b>1</b>
<b>Self-Analysis through Johari Window</b>	<b>1</b>
<b>Emotional Intelligence</b>	<b>1</b>
<b>Leadership Skills</b>	<b>1</b>
<b>Team Building</b>	<b>1</b>
<b>Career Planning, Self Esteem</b>	<b>1</b>