

**GUJARAT TECHNOLOGICAL UNIVERSITY (GTU)**

I - SEMESTER

**Course Title: TECHNICAL COMMUNICATION - I**

(Course Code:1313402 )

Diploma Programme in which this course is offered	Semester in which offered
Mechanical (Manufacturing Technology)	First Semester

Module.	Topics	Hours
Module 1	Reading comprehension - Exercises	4 h
Module 2	Listening comprehension - Exercises	4 h
Module 3	<b>JIM Contents</b> 3.1 Introducing Your Self – JIM2.1.1 3.2 Greeting at Work – JIM2.1.2 3.3 Asking Questions – JIM2.1.3 3.4 Health – JIM2.2.1 3.5 Time Management – JIM2.2.2 3.6 Team Work – JIM2.3.1 3.7 Basis of 5S – JIM2.3.2 3.8 Rules and Signs – JIM2.3.3 3.9 Reporting and Communication – JIM2.3.7 3.10 Consultant -JIM2.3.8	16 h
Module 4	Construction of sentences – Exercises	4 h
Module 5	Technical Report Writing	6 h

**NOTE:** NOTE: JIM Content to be used for Technical Knowledge and Communication Skills Units 1.0, 2.0 and 3.0 (JIM Contents) will be covered during Induction Programme