



R.C.Patel College Of Engineering & Polytechnic, Shirpur

Department of Applied Science & Humanities



Unit Title - Communicative Language

Semester- First

Course Code – FY CO/CW/EE/CE/ME

Subject Code - 311303

Unit	Title	COs	Learning hours	R Level	U Level	A Level	Total Marks
4	Communicative Language	CO4	07	02	04	08	14

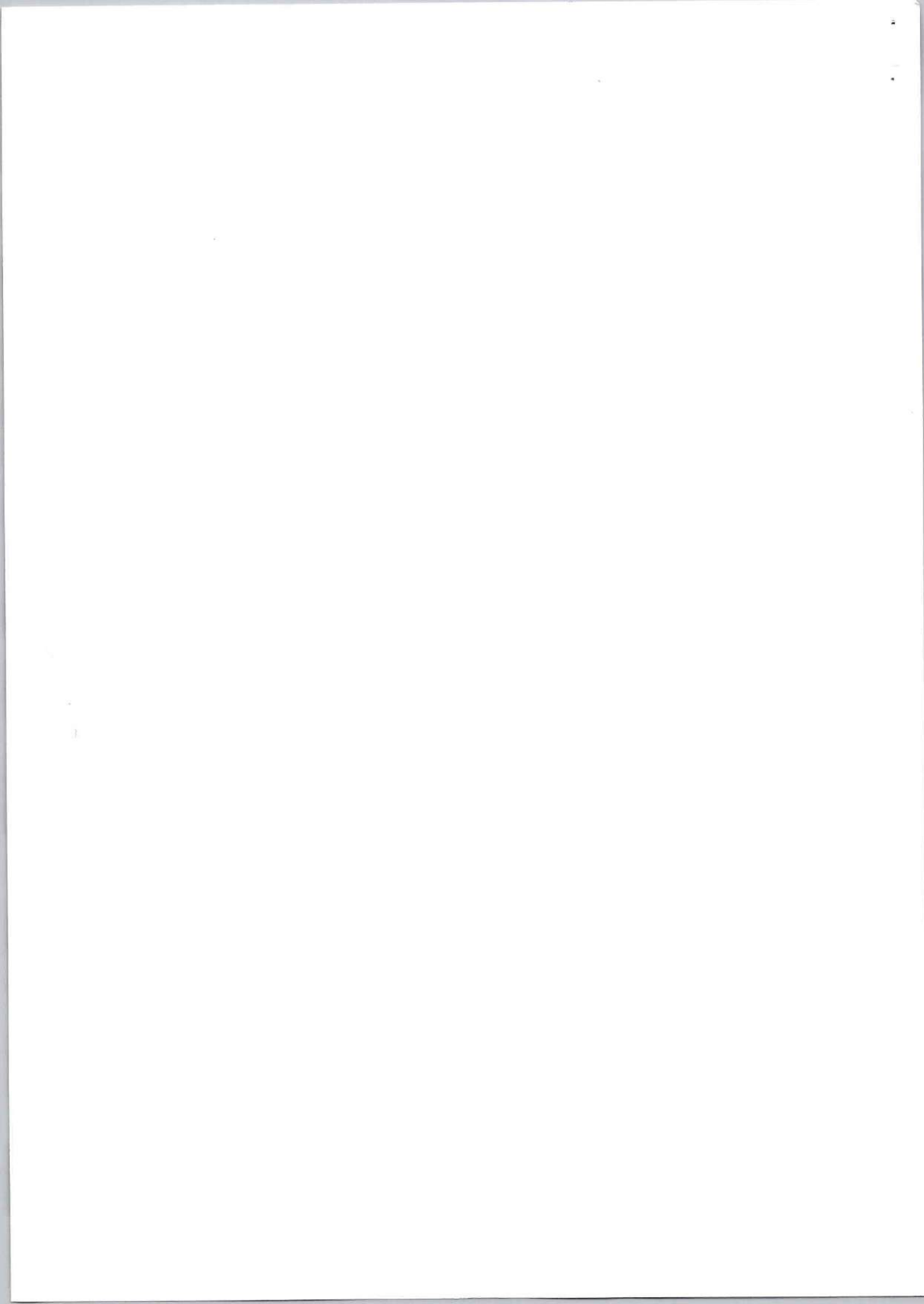


As per new revised 'K' Scheme w.e.f. academic year 2023-2024

Communication Skills (ENGLISH)

(Code : 311303)

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Unit-IV Communicative Language

Marks - 14

★ Technical objects : — A technical description is a document designed to explain a concept, method or product to the end user. a technical description often includes the names of the thing being described, provides, a quick rundown of what it does, and goes into a great detail about its dimensions, frames and other important elements. As the foundation of all technical documentation, a technical description serves as its primary building piece. Technical summaries can be produced as a stand alone document, although they are frequently include in bigger documents (like projects proposal).

A technical description which goes into considerable depth about a process or product. can range in length from a few lines to many pages. In order to ensure that the reader thoroughly grasps the concept, a combination of text and visuals is employed. In such documents. Today's technical explanations even include videos and other rich material to make them as clear and simple as feasible.

★ Definition! — Technical Object Description refers to a precise, factual, and objective explanation of physical or digital object, focusing on its structure, components, functions, operations and relevant specifications it aims to inform users, technicians, engineers, or stakeholders about the technical nature and purpose of the object.

★ Types of Technical Description

1] Product Description! — A product description provides a detailed explanation of the product's characteristics. Anything may be a product from a blow dryer to a piece of software. The folks who want to utilize your product and become proficient with it as rapidly as possible are the ones for whom product descriptions are produced. To assist customers with their questions, these descriptions may sometimes include FAQs (commonly asked questions) about the product.

2] Process Description! — A process description explain how an event is created or how a process operates. These explanations

are intended for those who are interested in learning the fundamental principles behind how something operates. Anything that requires explanation can have a process description, from photosynthesis to carbon emissions.

★ Key elements of a Technical object Description: —

- 1] Identification: — Name, model number, or unique identifier.
- 2] Purpose: — what the object is used for.
- 3] Components/parts: — A breakdown of physical or function parts.
- 4] Functionality: — How the object operates.
- 5] Specifications: — Technical details like size, weight, material, power consumption, capacity etc.
- 6] Applications: — where and how the object is typically used.
- 7] Maintenance/Handling instructions (if applicable)

★ Benefits of writing a Technical Description

- well-written technical descriptions make it easier for your audience to comprehend

and use a certain product or process.

- The benefits of writing a technical description apply, whether your intended audience is your own staff, your target client, partners or clients outside your company or someone else.
- As a result it's crucial to create these descriptions in a straightforward, brief, and Jargon-free manner.

Simple steps can be used to produce an amazing Technical Description.

Making technical descriptions interesting, interactive and pleasant can have a positive impact on your readers even if most technical descriptions can be tedious to read.

★ Determine your target market! — Identifying your audience is the first and most important step in drafting a technical description. Your ability to explain and foresee the issues faced by the end user of your technical description will improve the more you are familiar with them.

★ Describe the result! — Explain how knowing the technical description you have provided will help the reader and what they will

be able to perform as usual. The buy in increases dramatically when the readers is aware of exactly what to anticipate from the description.

★ Gather the information! — The information you need for your technical description must then be gathered. Even if you are already familiar with the process, law or product for which you are writing the description, take the time to learn as much as you can about it before you start writing a technical description for a product or a process, you must have a firm understanding it.

★ Create an outline! Technical description can range in length from a few lines to a few pages. Create a structure outline and adhere to it strictly if your technical explanation first you'd into the letter category. List of all of the important information (size, shape, component components, software, steps, etc.) that will be include in the description.

★ Include Interactive elements! — The majority of technical descriptions are text heavy and overflowing with boring technical

Jargon. Readers get unsatisfied as a result. make your technical descriptions more interactive to make them interesting and simple to understand.

where it makes sense, include graphics like photos, infographics, movies and more. Being visual beings we all comprehend information better when it is accompanied by some form of visual context.

★ Edit and proofread! — make sure to thoroughly proofread your technical description before you publish it. To make sure you haven't ~~overlooked~~ overlooked anything crucial, it helps to have a second set of eyes review the paper. Avoid making grammatical mistakes because they seriously interfere with the reading experience or worse, confuse the reader.

★ Continue to update: — your technical description becomes out of outdated if you do not change how your performed a certain operation or did not add a new features to your product, for this reason it's crucial to often review your technical explanations and change them as necessary.

* Examples: —

1. Computers: — A computer is a machine that can be programmed to automatically carry out sequences of arithmetic or logical operations (computation). Modern digital electronic computers can perform generic sets of operations known as programs. a computer system will include the keyboard as one of its main parts. The description of the keyboard will include the numeric keypad as one of its subparts and a description of the numeric keypad will include the arrow keys as one of its subparts. A computer is a machine that can store & process information. Most computers rely on binary system, which uses two variables, 0 and 1, to complete task such as storing data, calculating algorithms, and displaying information.

2) Laptop: — A laptop has and all in one design, with a built-in monitor, keyboard, touch pad (which replaces the mouse), and speakers. This means it's fully functional, even, when no ~~test~~ peripherals are connected.

a Laptop is also quicker to setup, and there are fewer cables to get in the way. Laptop combine many of the inputs / outputs components and capability of desktop computer into a single unit, including a display screen (usually 11-17 in or 280-430 mm in diagonal size), small speakers, a keyboard, and a pointing device (namely compact ones such as touch pads, or pointing sticks).

3] Smart phone: - A smart phone is cellular telephone with an integrated computer and other features. Features not originally associated with telephones, such as an operating system (OS), with web browsing and the ability to run software application.

Smartphones are used by consumers as a part of a person's, business or work. mobile telephone, portable device for connecting to a telecommunication network in order to transmit and receive voice, radio, or other data. mobile phones typically connect to the public switched telephone network (PSTN) through one of two categories: cellular telephone systems or global satellite based telephony.

Mobile phone can be used for many different things today, including voice calling, video chatting, text messaging, multimedia messaging, internet browsing, email, video, games, and photography. They come in a variety of sizes and shapes with a variety of technical specifications.

47 washing machine: — Almost every home has a washing machine, which is a common technological item. A washing machine is very popular in this fast-paced age due to its many benefits. It quickly completes the laundry, saving a great deal of time and labour. It succeeds in doing so due to the fact that it adheres to a predetermined wash process. Below is a basic explanation of how a washing machine operates in terms of its various components.

A washing machine basically works in three cycles. These are washing, rinsing, and spinning. Different mechanical parts work together to carry out each cycle.

Basic structure: — A agitator, inner, and outer wash tubs, electric motor, and drain tube make up a washing machine's basic parts. A washing machine also has valves

Valves, switches and timers to facilitate seamless operation, water valves allow hot and cold water flow to the washing machine. The timer allows for timed operation. switches are typically used on washers to alter and regulate various operations. The switches control the spinning's speed the settings specifically for various textiles, and the flow of hot and cold water. Every model has a different valve, switch, & timer.

5] Refrigerator! — A Refrigerator is a home device used to store food and keep it fresh for a longer period of time. it resembles a cupboard with shelves inside for holding bottles and food items in addition to an ice chamber. one door on certain refrigerators is food for storage and the other is for the ice compartment. Freon gas is used as a refrigerant, and when it is released. under low pressure, it vaporizes and has a cooling effect.

At the bottom is a compressor. in order to force the vaporized freon gas into the

Condenser coil, which is located at the back of the refrigerator, the compressor is powered by an electric motor. Compressed freon gas transforms into liquid and discharges heat from the condenser coil into the atmosphere. Freon gas exits the condenser and travels through an expansion valve or a copper capillary that resembles a copper coil due to its numerous turns and thin construction. Low pressure gas is delivered into the evaporator, where it absorbs cooling chamber heat and cools the area before being available for suction by the compressor. As a result, refrigerant continues to circulate and chill the refrigerator's inside. By turning the compressor on and off, a thermostat maintains the interior temperature of the refrigerator at a

predetermined level. A light is provided inside the fridge which is automatically switched on when the door is opened and switched off when the door is closed.

★ Picture Description:— Before diving into describing the picture, take a moment to observe it carefully. Look for details, objects, people, colors, and any other elements that catch your eye. Pay attention to the setting, background, and the central focus of the picture. Remember, the better you observe, the more vivid your description will be.

In a variety of contexts, using a pictorial description is a great method to practice your English vocabulary. Imagine that you want to exhibit images of your family or home to your international pals as a benefit for daily living, it takes a more advanced level of English proficiency to describe paintings or other works of art, such as caricatures, because you also need to discuss the artist's intentions and the impact the work has on the audience.

★ Definition:— "Picture description is the process of explaining or interpreting the visual content of an image or photograph." Using clear and structured language, it involves identifying and describing the

elements present in the picture - such as people, objects, settings, actions and emotions to convey its meaning or context to someone who is viewing it or cannot see it.

Typical Talk about these while Describing a Picture

1] Introduction: - Begin with a brief introduction that describes the picture and the setting. provide some context to help the reader understand the picture.

2] Body: - The body of your picture writing should contain the main story or description. used vivid language and sensory details to create a clear picture in the readers mind. you can also use the following to add interest to your writing.

a] A dialogue

b] Describe people

c] Atmosphere of picture

d] your opinion, feelings, emotions.

e] Comparison of pictures.

3J Conclusion! — End your picture writing with a conclusion that ties everything together. You can summarize the main points of your story or provide a final thought or reflection.

Useful phrases for picture Description

Information on artist and year of origin

----- (Image) is painting by ----- (Artist),
Painted by ----- (Artist), Painted in -----
(Year) ----- (Image), Painted in ----- (Year)
is a work by ----- (Artist) -----
(Artist) Painted. (Image) in -----
(Year). ----- (Image) is a famous
painting by --- (Artist)

Describing the scene.

The picture was taken in --- (Place)
The photo was taken at --- (Party)
The picture shows a scene from. It's an
Image of ----- (Place, person, scene)
The picture describes --- (Scene)
The picture shows --- (Place, person, scene)

Intention

The artist mainly uses ---- (colours / forms)
Imported elements are highlighted.

The artist / photographer / painter uses ---- to express.

He/she (probably) wants to criticise / express / show ----

It is obvious that the artist wants to criticise / express / show ----

What the artist / photographer / painter wants to criticise / express / show is ----

What the artist / photographer / painter wants to point out is ----

I think / believe / am sure that ----

It seems / appears to me that ----

The problem illustrated here is ----

Symbolises ----

---- is typical of ----

Examples : —

Carefully observe the picture and try to understand the context behind it.

is shown from ---- (a bird's eye view).
You look at ----- (place, person, scene) from ----
(above / behind.)

what can you see ?

In the picture you can see ----
(position : on the left / right / ----) there is / are
(position : on the left / right /) you can see is
(position : on the left / right ----)

Impression

----- gives the impression of depth.

----- (person) seems to look at the viewer
His / Her eyes seem to follow the viewer
The figures look as if they exist in the
three dimensions.

The viewer has the impression that the people
in the picture are alive.

The viewer's attention is focused on ----

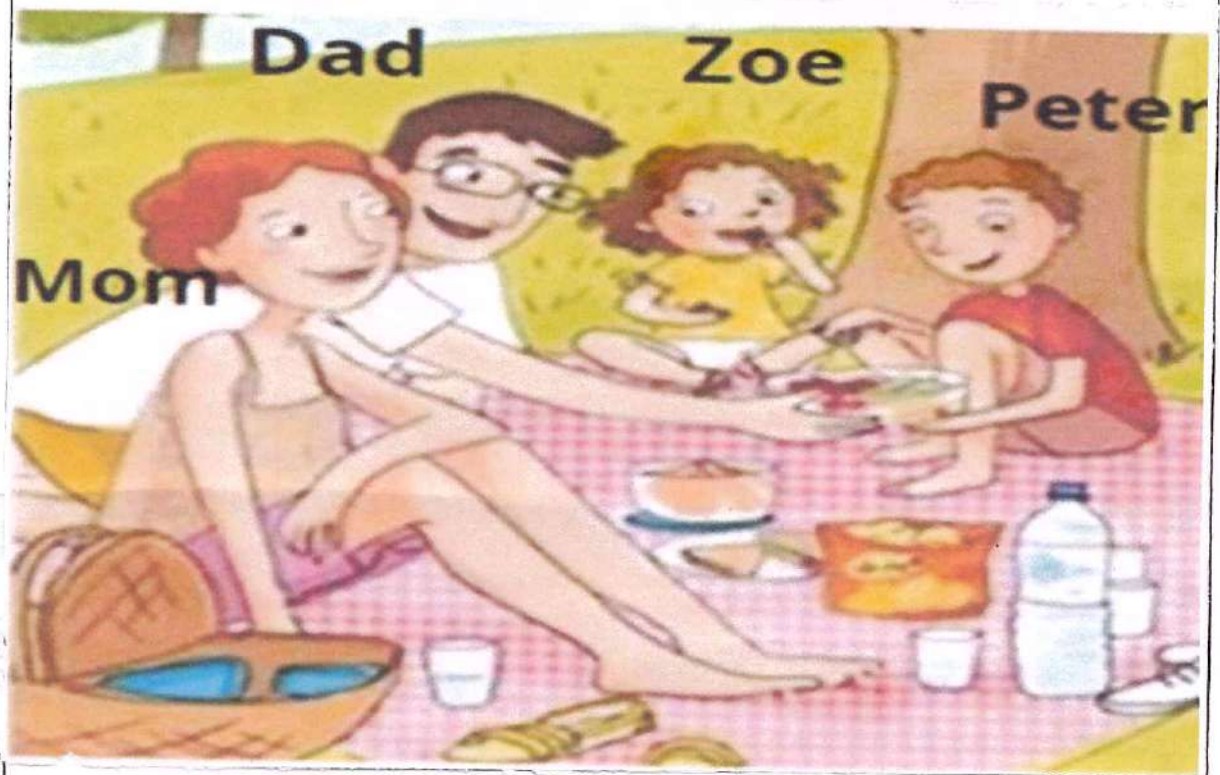
To the alert eye it will become apparent. ---

The viewer finds it difficult to withdraw his eyes from.

The painting is vivid / happy / expressive.

The picture makes the viewer feel ---
(sad / happy)

The picture inspires the viewer to think
about ----

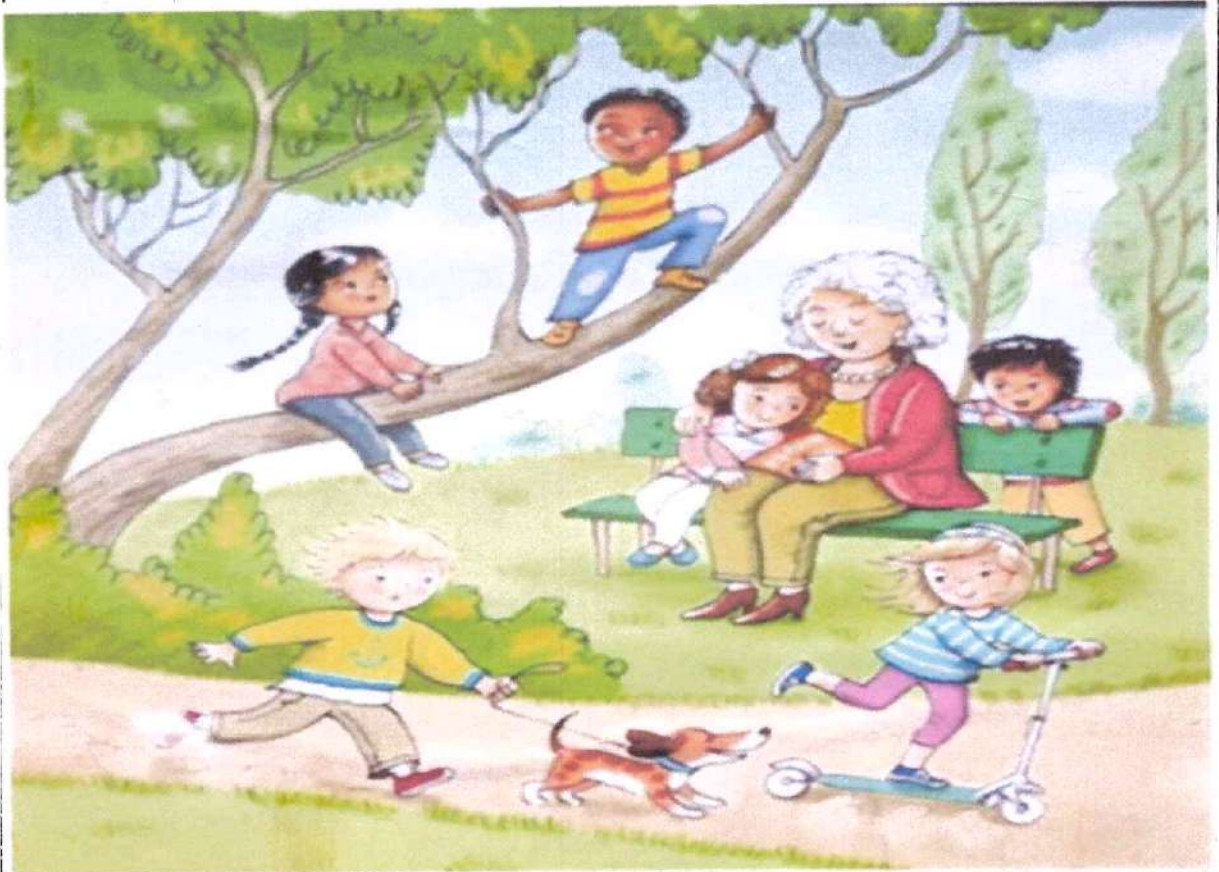


Questions :

- 1] who is in the picture ?
- 2] what are the children's name?
- 3] what time is it ?
- 4] what did they put on the ground ?
- 5] Did you think it is holiday ?
- 6] what are they eating ?
7. Give a suitable title to the picture.

Answers: - 1] There is a family in the picture
2] The name of the girl is Zoe and the boy is Peter
3] it is a pleasant morning.

- 4] They had put a mat on the ground for food and refreshments.
- 5] Yes, it can be a holiday.
- 6] They are eating sandwiches, salad, and chips.
- 7] A picnic day.



Some questions you might find in the picture comprehension are as follows:

1] Where are the children playing?

Ans The children are playing in the park.

2] How many children are playing?

→ Six children are playing.

3] How many are reading?

→ One child is reading a book with her grandmother.

Q) what activities are happening in the picture
→ The picture is of a park where an old lady is sitting with a girl, and both of them are reading a book. There is a boy behind the bench who is probably trying to hide. The two children are climbing up the tree. There is a girl who is hiding her bike and a boy with a pet is running behind her.



It's winter time. It's a very cold day. In the picture, everyone is very happy. All are enjoying the cold weather. There are two children in the picture who are playing with snow. They are wearing warm clothes, caps, and mittens to protect themselves from the harsh weather. One child is throwing snowballs at the

other child and he is laughing uncontrollably.

Some men are riding on the snow horses carts. The horses are very active, men on the car are looking around and enjoying the cold weather. They have hot coffee mugs in their hand.

There is one more horoscope in the picture and people are sitting on that too. The mountains trees and bushes all are covered with snow. despite the child weather everyone is very happy full of life.



The people are dressed in western clothes like pants and dresses, some men, women and children are also wearing hats. The main focus of the picture is a vegetable vendor, he has a pushcart, and seems to be selling cucumbers.

He looks like a Jolly man and is pleasantly speaking to two ladies. There are some children playing in front of his Pushcart. There is also a baby in the picture, who is being carried in its mother's arms. There are many more people in the background. Some are walking while some are standing.

★ Diary Entry: — In this part we will explore the art of diary writing, a personal and introspective form of self-expression. Keeping a diary can be a therapeutic and insightful journey, offering you a safe space to record your thoughts, feelings, and experiences, it is an invaluable tool to understand yourself better, reflect on your emotions, and track your growth throughout your academic and personal journey.

All you need to keep a diary is the desire to write. Sort out what has to be written in your diary first. In the event that you are unsure just start writing and let it lead you. Adding a time

limit to your initial writing after setting a 10 to 20 minute alarm. A fantastic way to document your growth and self improvement is by blogging or maintaining a diary more passages will give you the chance to reflect and see what has changed over time, the sooner you get started the more appreciative you'll be afterwards.

Format of Diary Entry

Date

Time

Dear Diary, (Salutation)

Content

Name of the writer

1] Date! — write the date at the top (you may also include time if you like)

Example July 23, 2026
(Optional : 9:30 pm)

2] Salutation! — You can address the diary like a Person. Common examples.

3] Body of the Entry! — This is where you write your thoughts. It may include.

- Events of the day
- Personal feelings and reflections
- Plans for the future
- Anything you want to express.

4] Closing! — You may end with a closing line, Sign off, or Just stop when you are done.

Good night.
Your Name & Signature

- There is no requirement for a traditional heading in diary. Nevertheless it is a matter of choice. You can provide an appropriate heading if you need to.

- Most of the time, the tone and fashion are informal and ~~presentation~~ personal. It depends on the issue, though the ton

Can occasionally be contemplative and sophisticated as well.

- The Journal entry does not require a Signature because it is the author's personal repository. it is all up to you.
- In accordance with the topic of your essay, you can advance your own suitable style.

Examples of Diary Entry

17. you have experienced an unusually happy day in your life. Record your feeling in diary entry of about 100 words

20th June 2023
Wednesday
8.00 pm

Dear Diary,

I woke up at six and the day seemed to be hot and boring like every other day. But at around time nine, I received a call from a friend telling me that I had topped my class in the annual exam. My ears refused to trust me. I received a package from my American uncle at 12 o'clock. I was in awe with that I saw

when I first opened the package. I received a stunning digital camera from my uncle. He is aware of love for photography. I believe God has greatly benefited me. I cherish him with everything I am and I will be

Rahul
(Your Name & Signature)

27 Diary Entry about fight with a friend

27th February 2021
Saturday,
6:00 pm,

Dear Diary,

I fought with my best friend yesterday when we were both in the sports class. We have been friends for three years, and ever since the argument, I have felt quite nervous. I am sure I'll apologize tomorrow, but I wish we could have had a better talk. We were on opposing teams in the football game when the fight broke out, and things got heated.

I was the goalkeeper when he scored a goal against us, and that goal cost us the game. My teammates thought I let the goal go in on purpose. So the only emotion

I felt was anger, which is why I was disrespectful guy to him before the fight. It was not intentional and I know that things will get better as I accept my mistakes. I wish with all my heart that he will forgive me. Dear diary. I will write again I pray that my friend I can be best buddies as always.

(Your Name & Signature)

3] Diary Entry about First Day at College.

18th Aug 2023

Monday, 10:00 pm

Dear Diary,

I was accepted into the city's government College. I arrived at the College's grounds with new passion and zest. There were so many unfamiliar and strange faces around me. In the college. I located every freshly accepted student. I made my way to the college's circle. I visited to the college library, where there are

many new books and novels. which I enjoy reading the most when I have free time. It was a cozy feeling there. I was quite grateful to be a student. The teaching staff also seemed friendly, accessible and supportive. It was very good day for me. I just can't forget the first day.

(Your Name & Signature)

4] You have been able to make a few friends. Record your feelings about them in a diary entry.

5th September 2023,
Friday, 10:00 pm

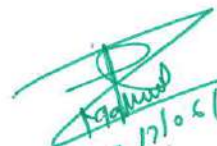
Dear Diary,

A week ago, I was experiencing extreme loneliness. But now I am extremely happy. I have now made a few acquaintances that keep me amused and entertained. I believe Sudha to be a reliable friend. She goes to another college. Yes she makes time to keep me company in

my hostel room. Another buddy of mine, Ramini, lives in the hostel room next to me. She enjoys Speculating. I enjoy being with her. Together, we have lunch and dinner at the mess. Another Student who is year older than me. Komal, helped me with my assignment. I appreciate how encouraging she is. I really feel at home now.

(your Name & Signature)

F-40
12/06/2026


29/11/05/26

Question Bank

Unit-IV Communicative Language

Marks - 14

- 1) write a technical description of the 'smart watch' in about 75 words. *winter-23*
- 2) write a technical description of the 'Laptop' in about 75 words *winter-23, winter-25*
- 3) write a technical description of a 'computer' in about 75 words. *Summer-24*
- 4) write a technical description of a 'mobile phone' in about 75 words. *Summer-24*
- 5) write a technical description of the 'Smart Phone' in about 75 words. *winter-24, Summer-25*
- 6) write a technical description of the 'Bluetooth' speaker in about 75 words. *winter-24*
- 7) write a technical description of the 'LED' projector in about 75 words. *Summer-25*
- 8) write a technical description of the 'Electric Bike' (e-bike) in about 75 words. *winter-25*
- 9) write a technical description of the 'washing machine' in about 75 words - *Summer-26*

- 10) write a technical description of the 'LED TV' in about 75 words. *Summer-26*
- 11) you are motivated by the 'clean India campaign' of the prime minister and participated in it in your own way in your colony. write a diary entry in about 75 words on the subject. *winter-23*
- 12) write your experiences and feelings about the first day of college in your diary in about 75 words. *winter-23*
- 13) you lost the golden chain gifted by your father. write a diary entry about 75 words. *Summer-24*
- 14) your college organised 'Tree Plantation Drive' in your city. write a diary entry in about 75 words. *Summer-24*
- 15) you came across many children on the cross-roads with begging bowls in their hands. write a diary entry in about 75 words on the subject. *winter-24*
- 16) you recently visited an 'old Age Home' in Pune with your friends. write a your experience in your diary in about 75 words. *winter-24*

17] write your experiences and feelings about 'Annual Social Gathering' of your college in your diary in 75 words. *Summer-25*

18] write your experiences and feelings about spending holiday with grand parents during 'Diwali-break' in 75 words. *Summer-25*

19] you attended the first day of your college write your experiences in your diary in about 75 words. *winter-25*

20] you celebrated 'Holi' with your family, friends and relatives. Describe this happy experience in your diary in about 75 words. *winter-25*

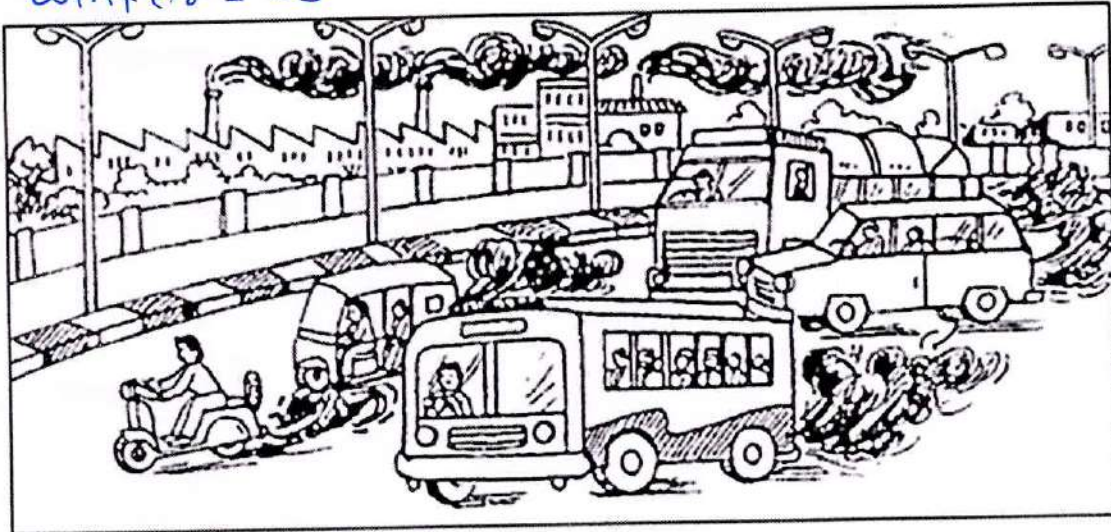
21] write your experiences and feelings about the industrial visit at 'IT Park' in your diary in about 75 words. *Summer-26*

22] write a diary entry in about 75 words on the topic 'my first day in the hostel'. *Summer-26.*

f-yd
17/6/26

17/6/26

23] Describe the following picture in about 75 words
winter - 23



24] Describe the following picture in about 75 words
Summer - 24



25] Describe the following picture in about 75 words
winter - 25



26) Describe the following picture in about 75 words
winter-24



27] Describe the following picture in about 75 words
Summer-25



