



SYLLABUS

Course Title	Technical Writing & Communication Skills
Course Code	MIT103
Course Credit	Theory(Hrs) : 4
	Practical(Hrs) : 0
	Tutorial(Hrs) : 0
	Credits : 4
Course Objective	
<p>The objectives of the course are:</p> <ul style="list-style-type: none">• To help students become more fluent in the use of English and thus develop the ability to communicate easily and naturally.• To develop communication skills in a professional context which will enable students to compete for a technical career and also perform effectively in their chosen profession.• To help students correct their pronunciation, word stress and intonation.• To develop the skills of technical writing and enable them to carry out their official and professional duties efficiently.• To develop their skills in today's most required areas such as group discussion, oral presentation and appearing for an interview.• To help students use grammar for communication and relate grammatical structures to meaning, use and situation.	

Detailed Syllabus		
Sr. No.	Name of chapter & details	Hours Allotted
Section – I [Communication Skills]		
1	Concept of Communication Introduction, Definition, objectives of communication, characteristics of Communication Process Types, Difference between general and technical communication	05
2	Verbal & Non-verbal Communication and Barriers to Effective communication Forms of communication, Difference between oral and written communication, Non-verbal communication, meaning, aspects, Difference between verbal and non-verbal communication, Importance of verbal and non-verbal symbols in communication, Barriers to effective communication	06
3	Listening and Reading skills Introduction, Difference between listening and hearing, Types of listening, Traits of a good listener, Active versus passive listening, Implications of effective listening Introduction to Reading skills Purpose of reading and reading rates, Reading comprehension, Reasons for poor comprehension, improving comprehension skills, Techniques for good comprehension	05
4	Interviews and Group Discussions Definitions, Preparation for an interview, Types of interview, Employer's expectations, Types of questions asked during interviews Concept of Group Discussion GD as a part of selection process, Organizational Group Discussions Techniques for G D, Evaluation components, Tips for success in GD	06
Section – II [Technical Writing]		
5	Presentation skills Introduction, Defining purpose, Analyzing Audience and Locale, Organizing contents, Visual Aids used in Presentations, Types of presentation, Non-verbal aspect during presentations	08
6	letter writing Informal and formal letter writing, Purposes of writing business letters, Structure, Layout , Types – order, inquiry, claim, adjustment	08

7**Job application**

Introduction, Cover letter-introduction, main text, conclusion, Resume-appearance and Elements, Types of Resumes

06**Instructional Method and Pedagogy:**

- Lectures will be conducted with the aid of multi-media projector, blackboard, OHP etc.
- Assignments based on course contents will be given to the students at the end of each unit/topic and will be evaluated at regular interval.
- Minimum five experiments shall be there in the laboratory related to course contents
- Surprise oral/written test will be taken after the completion of each unit.
- Viva will be conducted after the completion of course/syllabus.

Course Learning Outcomes:

On the completion of the course, students will be able to:

- **Know** the basic skills needed in communication and technical writing.
- **Describe** types, forms, levels and flow of communication and various communication network models.
- **Identify** several barriers to communication.
- **Discuss** how nonverbal factors can affect working relationships and organizational effectiveness.
- **Understand** how different cultural values affect work relationships.
- **Identify** major forms of Group communication and interviews, types of resumes and applications etc.
- **Develop** structural concepts of L-S-R-W skills.
- **Apply** theoretical and practical knowledge in their day-to-day life.

Text book:

- Technical Communication PRINCIPLES AND PRACTICE, Oxford Publication
- Communication Skills, Tech-Max Publication

Reference Books:

- Communication Skills for Technical Students, T M Farhathullah
- Communication Skills for Engineers, 2nd Edition, Pearson Publication
- Business Correspondence and Report Writing, 3rd Edition, TATA McGRRAW HILL Publication
- Effective Technical and Business Communication, Ajay Rai, Crest Publishing House
- Communication Skills for Technical Students, R N Joshi, Akshat Publication
- Wren & Martin; English grammar and composition, 2003.