

Approval: 1st Convocation Adhoc Meeting

Course Name:	Technical communication
Course Code:	HS-101
Credit:	1-0-2-2
Category:	Core
Prerequisites:	Nil

Course Content:

Communication Basics: scope, process, barriers, Non-verbal Communication, tools for Effective Communication

Writing Skills: A. Technical Reports: Definition; Types; Planning and Preparation; Structure; Writing of Technical Reports– Technical Style

Writing Skills: B. Writing Resume/ Job Application Letter /CVs

Oral Skills: Pre-placement Group Discussion; Interview Techniques: Effective Strategies for Oral Presentations. Listening Variations of English Language in the Global Scenario.

References:

1. Guffey, Mary E., "Essentials of Business Communication", 5th Ed., South-Western College Publishing
2. Bovee, Courland L. and John T., "Business Communication Today", 8th Ed., Pearson Education.
3. Stevenson, Susan and Whitmore S., "Strategies for Engineering Communication", John Wiley and Sons.
4. Sharma R. C. and Mohan K., "Business Correspondence and Report Writing", 3rd Ed., Tata McGraw Hill.
5. Raman, Minakshi and Sharma S., "Technical Communication: Principles and Practice", OUP