HS102 Communication skill development and Technical Writing

L-T-P-Cr: 0-1-3-2

The primary objective of Course which is being offered to students is for Communication skill development and technical writing. The course is aimed at providing the students with language wherewithal which is an inescapable tool for the young technocrats to break the geographical boundaries and step into the global village.

1. Communicative: What is Communication? 9 Lectures Theory: Importance of Communication: Process of Communication: (i) Verbal (ii) Non-verbal

Practical: (a) How to face an interview (b) Group Discussion (c) How should the Interviewer Plan & conduct the Interview. (d) Body Language & Gesture (e) Eye Contact (f) Appearance 2. Listening: Its importance & Barriers to listening 12 Lectures

(a) Listening (b) Developing Reading Skills (c) Developing Conversational skills

English in Formal situations (i) Interview (ii) At the Bank (iii) At the Airport (iv) At the police station (v) Customer Care (vi) At the Embassy

English in informal Situations (i) At a dinner party (ii) Booking a room at a hotel (iii) At a travel agency (iv) At the hospital (v) Ask for a opinion

3. Technical Writing 3 Lectures

Suggested Readings: 1. Sreevalsan, MC; Spoken English, Vikash Publishing House, New Delhi. 2. Communication Skills; Sanjay Kumar, Pushphate, Oxford. 3. English for Engineers & Technologists, Orient Blackswan, ELT. 4. Krishna Mohan & N P Singh Speaking English Effectively. 5. Krishna Mohan, Meera Banarjee, Developing Communication Skills. 6. Frank O' Connor, Phonetics, Pengiun. 7. Business Correspondence & Report Writing- Sharma & Krishna Mohan- Tata Mgraw. Reference Books: 1. Sardanand K, Teaching, Listening & Speaking (With Audio CD), Orient Blackswan, Hyderabad.