

ADVANCED TECHNICAL COMMUNICATON SKILLS

Course Code: 15HE2101

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COURSE OUTCOMES:

CO1: Use language fluently, accurately and appropriately in group discussions and debates

CO2: Comprehending listening to communicate effectively in cross-cultural contexts.

CO3: Write project proposals, reports, dissertations

CO4: Demonstrate interview skills and soft skills learnt.

SYLLABUS:

1. Group Discussion
2. Debate
3. Technical presentation
4. Situational dialogues for Negotiation and conflict resolution
5. Interview Skills
6. Report Writing
7. Project Proposal
8. Detailed project Report
9. Research Article writing
10. Dissertation
11. Telephonic communication

REFERENCES:

- Sharon Gerson, Steven Gerson, Technical Communication: Process and Product Paperback Longman edition, 2013.
- Simon Sweeny, "*English for Business Communication*", CUP, First South Asian Edition, 2010.
- Stella Cottrel, Dissertations and Project Reports: A Step by Step Guide, Palgrave Macmillan Paperback, 2014.
- James D. Lester, James D. Lester Jr. Writing Research Papers: A Complete Guide ,Longman,15th Edition, 2014.
- M.Ashraf Rizvi, "*Effective Technical Communication*", Tata McGraw-Hill Publishing Company Ltd. 2005.
- Meenakshi Raman & Sangeeta Sharma, "*Technical Communication*", Oxford University Press, 2012.