

Open Elective (PG)

Course Title: Technical Writing and Presentation Skills

Credits: 3

(L-2 T-1 P-0)

Course Objective: To develop essential skills of writing and presenting reports, papers and the like

Course Content:

1. WRITING SKILLS

1.1 Technical Writing-Basic Principles

1.1.1 Words-Phrases-Sentences

1.1.2 Construction of Cohesive Paragraphs

1.1.3 Elements of Style

1.2 Principles of Summarizing

1.2.1 Abstract

1.2.2 Summary

1.2.3 Synopsis

1.3 Technical Reports

1.3.1 Salient Features

1.3.2 Types of Reports

1.3.3 Structure of Reports

1.3.4 Data Collection

1.3.5 Use of Graphic Aids

1.3.6 Drafting and Writing

1.4 Writing Research Papers

1.4.1 Basic Guidelines

1.4.2 Documentation

2. PRESENTATION SKILLS

2.1 Speaking Skills

2.1.1 Accuracy vs. Fluency

2.1.2 The Audience

2.1.3 Pronunciation Guidelines

2.1.4 Voice Control

2.2 Professional Presentations

2.2.1 Planning

2.2.2 Preparing

2.2.3 Presentation Strategies

2.2.4 Overcoming Communication Barriers

2.2.5 Using Technology

2.2.6 Effective Presentations

Assessment:

The assessment will be based on Term Examinations as well as internal summation keeping in mind the students' performance in the class as well.

References:

1. Kumar, Sanjay & Pushp Lata, "Communication Skills", Oxford University Press,2011
2. Quirk & Randolph, " A University Grammar of English", Pearson,2006
3. Rutherford, Andrea J., " Basic Communication Skills for Technology", Pearson, 2007
4. Rizvi, M Ashraf, "Effective Technical Communication", McGraw Hill,2009
5. Leigh, Andrew & Maynard, Michael, "The Perfect Presentation", Random House
6. Barker, Larry L., "Communication", Prentice-Hall
7. Lesikar & Flatley, "Basic Business Communication-Skills For Empowering the Internet Generation", Tata McGraw-Hill