

S. No.	Course Code	Course Name	Course Type	Cd	L	T	P	Marks		
								Sessional	Final Exam	Total
4	HSMC-201	Technical Communication	HSMC	3	2	1	0	50	100	150

**Course Outcomes:**

At the end of the course the student will be able to: -	
CO1	Understand the constructs of written communication.
CO2	Develop competence in writing technical papers, research articles, proposals and reports.
CO3	Understand different aspects of verbal and non-verbal communication.
CO4	Gain effective communication skills and professional etiquettes for the workplace.
CO5	Demonstrate linguistic competence for public speaking and group discussion.

**Detailed Syllabus**

**Section-A**

**UNIT 1:** Basic Writing Skills: Sentence, Creating Coherence, Use of Phrases and Clauses in Sentences, Organizing Principles of Paragraphs in Documents, Techniques for Writing Precisely. Identifying Common Errors in Writing: Subject-Verb Agreement, Noun-Pronoun Agreement, Misplaced Modifiers, Redundancies, Clichés. The e-English: E-Mail Communication, Internet Abbreviations, Blogging, Challenges of English Language Online.

**(7 Hrs)**

**UNIT 2:** Technical Writing Skills: Letter Writing, Letter of Application Content, Format, Report Writing – Types, Structures, Data Collection, Content, Form, Writing a Proposal, Recommendations, Instructions, Business Communication. Creative Writing Skills: Free Writing, Biographical Writing, Autobiographical Writing, Process Description, Bar Charts and Flowcharts, Descriptive Writing, Argumentative Writing, Essay Writing, Précis Writing, Paraphrasing, Poster Making.

**(7 Hrs)**

**UNIT 3:** Reading and Listening: Improving Reading Skills: Skimming and Scanning, Reading and Note-Making, Intensive Reading and Predicting Content, Reading and Interpretation, Reading – Critical Reading, Hints Development. Listening Skills: Listening Comprehension, Difference between Listening and Hearing, Types of Listening, Types of Listening Intensity, Effective Listening, Ways to Improve Listening Skills, Listening and Note-Taking, Barriers to Effective Listening.

**(7 Hrs)**

**Section-B**

**UNIT 4:** Verbal Communication

Process of Communication and Effective Speaking: Communication Process, Barriers to Effective Communication, Flow of Organizational Communication, Language as a Tool of Communication, Pronunciation, Intonation, Stress and Rhythm, Introduction to Phonetics,

**(5 Hrs)**

**UNIT 5:** Non-Verbal Communication: Oral Communication, Communication at Workplace, Public Speaking, Persuasive Speaking, Impromptu Speaking - Extempore, Just a Minute, Debate, Conversations and Dialogues, Conversation over Telephone. Professional Etiquettes Meaning and Type, Seminar on a given topic.

**(4 Hrs)**

**Text Books**

S. No.	Name of the Books	Author	Publisher	Edition (Pub. Yr.)
1	Technical Communication	Wiley Editorial	Wiley	1 <sup>st</sup> (2019)
2	Technical Communication: Principles and Practice	Meenakshi Raman, Sangeeta Sharma	Oxford	2 <sup>nd</sup> (2011)
3	Technical Communication: A Reader-Centered Approach	Anderson	Cengage Learning	6 <sup>th</sup> (2007)