

## **Syllabus for Open Elective (Spring Session)**

**Course Code: ENG- OE-3**

**Course Title: Communication and Presentation Skills**

**Credits: 02**

**Course Type: Open Elective**

**Objectives:** This course is designed to introduce students to various kinds of technical and professional writing. During the course, you will become familiar with technologies of business communication, receive feedback from and provide feedback to others on writing drafts and revisions, discover the role good writing and speaking skills plays in effective technical communication. The students will learn and experience ways to communicate effectively, particularly audience awareness and communication through technology and also learn ways to groom their personality.

### **Unit-I**

#### **Communication**

Role & Significance.

Verbal & Non-Verbal communication, Decoding body language.

Phonetic transcription of words.

Syllable, Stress and Intonation

#### **Speaking**

Extempore speeches.

Oral and Power Point Presentation: Preparation and skills.

Interview etiquette

### **Unit-II**

#### **Personality Development**

Self assessment, SWOT analysis, Emotional quotient, Leadership qualities, Time, Fear and stress management.

#### **Writing Skills**

Technical communication: Difference between technical writing and general writing.

Essentials of strong writing skills.

Proposal Writing: Structure, Style and Drafting of different types of Proposals

Writing Research Paper : Style, Drafting and Avoiding Plagiarism

CV/Resume Writing and Cover Letter.

### **Suggested Reading:**

Battacharaya, Indrajit. *An Approach to Communication Skills*. New Delhi: Dhanpat Rai and Co,

2002. Print.

Chaturvedi, P.D and Mukesh Chaturvedi. *Business Communication*. Delhi: Pearson Education,

2006. Print.

Day, Richard R, Ed. *New Ways in Teaching Reading*. Illinois: TESO, 1993. Print.

Guerin, Wilfred. et al. *MLA Handbook for Writers of Research Papers*. New York: Harper, 1966.

Print.

Kumar, Sanjay and Pushp Lata. *Communication Skills*. India: OUP, 2011. Print.

Mohan, Krishna and Meera Banerji. *Developing Communication Skill*. Delhi: Macmillian, 1990.

Print.

O'Connor, J.D. *Better English Pronunciation*. London: Cambridge University Press, 1985. Print.

Prasad, LM. *Organisational Behaviour*. New Delhi: Sultan Chand & Sons, 1984. Print.

Raman, Meenakshi and Sangeeta Sharma. *Technical Communication: Principles and Practice*.

India: OUP, 2011. Print.

Roach, Peter. *English Phonetics and Phonology*. London: Cambridge University Press, 2000. Print.

Sasikumar V. et al . *A Course in Listening and Speaking (I & II)*. Bangalore: Foundation Books, 2006. Print.

Seely, John. *Writing and Speaking*. Delhi: OUP, 2004. Print.

Sood, S C., et al. *Developing Language Skill*. Delhi: Manohar, 1998. Print.

Taylor, Shirley. *Communication for Business*. New Delhi: Pearson Education, 1988. Print.

Trimble, Louis. *English for Science and Technology*. Cambridge: CUP, 1985. Print.