

Course Details

PG	Department: Humanities & Social Sciences
Course Code: 21HST814	Course Name: Technical Writing and Presentation Skills
Credit: 3	L-T-P: 2-1-0
Version: Open Elective	Open Elective
Pre-requisite course: Nil	
Introduction: The objective of the course is to develop essential skills of academic writing, writing research papers and making presentations.	
Course Outcomes: By the end of this course, students should be able to: <ul style="list-style-type: none">- Develop an understanding of the rules of academic writing- Differentiate between abstracts, summaries and synopses- Write technical reports- Be familiar with research skills and documenting sources- Make effective presentations	
Syllabus 1. WRITING SKILLS 1.1 Technical Writing-Basic Principles <ul style="list-style-type: none">1.1.1 Words-Phrases-Sentences1.1.2 Construction of Cohesive Paragraphs1.1.3 Elements of Style 1.2 Principles of Summarizing <ul style="list-style-type: none">1.2.1 Abstract1.2.2 Summary1.2.3 Synopsis 1.3 Technical Reports <ul style="list-style-type: none">1.3.1 Salient Features1.3.2 Types of Reports1.3.3 Structure of Reports1.3.4 Data Collection1.3.5 Use of Graphic Aids1.3.6 Drafting and Writing 1.4 Writing Research Papers <ul style="list-style-type: none">1.4.1 Basic Guidelines1.4.2 Documentation 2. PRESENTATION SKILLS 2.1 Speaking Skills <ul style="list-style-type: none">2.1.1 Accuracy vs. Fluency2.1.2 The Audience2.1.3 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

Reference Books:

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

DUGC Convener

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