

## UG Core Course, CSE Semester III

**Credits: 3 (2-1-0)**

### Effective Communication (HST 201)

*Prerequisite:* None

#### Course Objective:

1. To emphasize the relevance and importance of both oral and written communication.
2. To improve confidence and effectiveness in oral and written communication.
3. To furnish the students with the tools for effective speaking, avoiding errors, enhancing soft skills etc.
4. To organize lectures on Professional Ethics with experts in the field.

#### Course Contents:

- Importance of Effective Communication
- Principles to Increase Clarity of Communication
- Technical Report Writing
- Soft Skills for the first Job (Time Mgmt, attitude, responsibility, self-confidence and courage, teamwork, consistency, ethics, integrity and values, etc.)
- Presentation skills (defining purpose, analysis of audience and locale, organizing contents, visual aids, and nuances of delivery)
- Resume', Group discussions and Job Interviews
- Avoiding Errors
- Active Listening
- Condensation
- Reading Comprehension
- Effective Speaking Guidelines
- Vocabulary Building (Root Words, Prefixes and suffixes, words often confused, and frequently used foreign phrases)

#### Text & References:

1. Technical Communication Principles and Practice :*Raman and Sharma*(Oxford)
2. Personality development and Soft Skills: *Barun K. Mitra*(Oxford)
3. Effective technical Communication: *M.Ashraf Rizvi* (Tata McGraw-Hill)
4. Basic Communication Skills for technology: *Andrea J. Rutherford*.(Pearson Education)