



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)

DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES

1.	Department proposing the course	Humanities and Social Sciences
2.	Course Title	Documentation and Communication Contexts (includes a Minor Project)
3.	L-T-P Structure	3-0-0
4.	Credits / # of period	3/30
5.	Course number(Code)	
6.	Status (Core/Elective)	Elective course
7.	Pre-requisites (course no./title)	Documentation and Communication Contexts (includes a Minor Project)
8.	Frequency of offer	6 th semester – one semester a year
9.	Course Objectives(CO) : To enable the students to <ul style="list-style-type: none">▪ Become familiar with effective use of documentation writing techniques▪ Enable effective with Career Oriented Writing▪ Learn basic effective technical communication▪ Make use of various forms of technical writing communication	
10.	Course Syllabus: UNIT – 1 Writing types- Differences between formal and informal writing-Differences between Technical Writing and General Writing UNIT – 2 Career Oriented Writing: Writing SOPs; Job Application: Language style and Format; Résumé writing: design and style; Cover Letter; Enquiry and responses;; Agenda and minutes of the meeting UNIT - 3 Technical Written Communication: Memos and Report Writing: Types of Reports; Structure/Format; Language Style, Technical Reports; Scientific Papers UNIT – 4 E-writing: Dos and don'ts of e-writing: Standard e –mail formats with practices;Proposal writing; Manuscript format. Minor Project Submission of a model technical presentation on a given theme	
11.	Text Books:- <ol style="list-style-type: none">1. Practical English Usage, Michael Swan,OUP,19952. Communication Skills, Sanjay Kumar and Pushpa Lata, Oxford University Pres,20113. Oxford Guide to Effective Writing and Speaking, John Seely, Oxford University Press, 20134. Remedial English Grammar, F.T. Wood, McMillian 20075. Rajendra Pal and J.S. Korlahalli, <i>Essentials of Business Communication</i>-sultan	



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	Chand and Sons.1997 6. Effective Technical Communication-M Ashraf Rizvi, Tata Mc Graw-Hill publishing company Ltd. New Delhi 2008 7. E. Suresh Kumar et al., <i>Communication Skills and Soft Skills</i> , Pearson, 2011.
12.	Reference Books :- 1. Sanjay Kumar and Pushp Lata, <i>Communication Skills</i> , OUP, 2011. 2. Kavita Tyagi and Padma Misra, <i>Professional Communication</i> , PHI, 2011. 3. Meenakshi Raman and Sangeeta Sharma, <i>Technical Communication: Principles and Practice</i> , OUP, 2011.

Course designer

Dr. Yeddu Vijaya Babu

Departmental Academic Committee

External Experts

Dr. G. Neelakantan 25/1/19

Dr. Jyotirmaya Tripathy

Internal Members

Dr. S.D. Patle
Dr. Jaya Dwivedi
Dr. Anoop Kumar Tiwari
Dr. S.K. Tarai