



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	Professional Communication
3.	L-T-P Structure	3-0-0
4.	Credits / # of period	3 /30
5.	Course number(Code)	
6.	Status (Core/Elective)	Open Elective
7.	Pre-requisites (course no./title)	None
8.	Frequency of offer	B.Tech. 7 th Sem; Once in Year.
9.	Course Objectives(CO) : <ol style="list-style-type: none">1. To develop oral presentation2. To demonstrate and define effective multimodal presentations3. To adapt tone, style, and content depending on audience and purpose4. To develop clarity and conciseness in writing	
10.	Course Syllabus: Unit 1. Nature and Style of Sensible Writing Defining, Describing, Classifying; Explaining and providing examples or evidence; Structural patterns of writing: Introduction; body and conclusion; Technical writing process, Forms of discourse, Writing drafts and revising. Unit 2. Grammar and Editing Simple and complex sentence structures; Use of phrases and clauses in sentences; Creating coherence; Simplifying ambiguous sentences; Editing strategies to achieve appropriate technical style: Usability, Audience or Human factors. Unit-3 Communication and Technical Writing Public speaking; Group discussion; Oral presentation: Interviews, Graphic presentation, Presentation aids, Personality Development; Writing reports; Project proposals; Brochures, Newsletters, Technical Articles, Manuals, Official Notes, Business Letters, Memos, Progress Reports, Minutes of meetings and Event report.	



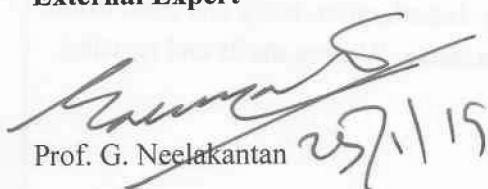
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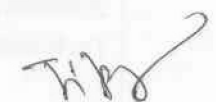
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	Unit -4 Communication Ethics Business ethics, Etiquettes in social and office settings: Email etiquettes, Telephone Etiquettes; Engineering ethics: Innovation: Role and responsibility of Engineers; Work culture in jobs.
11.	Text Books:- 1. David F. Beer and David McMurrey, Guide to writing as an Engineer, John Willey. New York, 2009 2. John M. Lannon. 2011. Technical Communication. Longman. U.K. 3. Diane Hacker, Pocket Style Manual, Bedford Publication, New York, 2003. 4. Raman Sharma, Technical Communications, Oxford Publication, London, 2004.
12.	Reference Books:- 1. Dale Jungk, Applied Writing for Technicians, McGraw Hill, New York, 2004. (ISBN: 07828357-4) 2. Sharma, R. and Mohan, K. Business Correspondence and Report Writing, TMH New Delhi 2002.


**Departmental Academic Committee
External Expert**



Prof. G. Neelakantan 27/1/15



Prof. Jyotirmaya Tripathy

Internal Members


Dr. S. D. Patle
HOD


Dr. Shashikanta Tarai
Course-Instructor


Dr. Anoop Tiwari


Dr. Jaya Dwivedi