

Paper No – 15 Communication & Technical Writing Skills

Unit No.	Topic Name	Content	Hrs.	Marks	Credit
1.	Effective Communication	<ul style="list-style-type: none"> • Concept of communication. • Types of Communication- Verbal, Non-verbal, Written. • Effective Communication Skills Oral and Written Communication Skills. • Body language and common gesture. • Meeting, Telephonic Communication and presentation skills. • Good questioning and listening skills. • Scholarly Communication. 			
2.	Communication Process.	<ul style="list-style-type: none"> • Communication Process and Channels. • General overview, Popular/Technical Writing. • Characteristics and features of technical writing. • Target groups in written communication. • Reader-Writing relationship, • Level of Technicality in Scientific Communication. 			
3.	Categories of Technical Communication and Business Writing.	<ul style="list-style-type: none"> • Structure, functions and types of technical communication. • Definition, purpose, characteristics of technical communication. • Business Plan and Mission writing. • Terms and condition with Booksellers, Publishers, Vendors, Service Providers. • MoU –Licensing, Contract Writing. • Effective Covering Letters- Publishers, Booksellers, Binders, Users-Patrons- Clienteles. • H R Policy Writing. 			

4.	Office Communication.	<ul style="list-style-type: none"> • Report Writing, Annual Report, Daily Progress Report, Event report, Promotion Report, Confidential Report. Users Satisfaction Report. • Office Writing:- Notice Writing, Memo Writing, Letter Writing-Publishers, Booksellers, Binders, Users-Patrons-Clienteles. • Presentation: Body Language at the time of committee meeting, Staff meeting, Condolence meeting, Orientation, Conference, Seminar or Workshop or Training programmes. 			
----	------------------------------	---	--	--	--

Reference Books

1. Booth V. (2003) Communicating in Science: writing a Scientific paper and speaking at scientific meeting Ed.2nd 1993.
2. Christopher, T. (1989) Effective writing: improving scientific technical and business communication.
3. Hicks, T. G. (1989) Handbook of effective technical communication.
4. Lanon, J. N. () Technical writing.
5. Mills, G. H. and Walter, J. A. (2000) Technical writing.
6. Saravanavel, P. (1993) Research and re[port writing.
7. Truck, M. T. (1982) Effective writing.