Course Outcomes	Learner will be able to…
	- plan and prepare effective business/ technical documents which will in turn provide solid foundation for their future managerial roles. - strategize their personal and professional skills to build a professional image and meet the demands of the industry. - emerge successful in group discussions, meetings and result-oriented agreeable solutions in group communication situations. - deliver persuasive and professional presentations. - develop creative thinking and interpersonal skills required for effective professional communication. - apply codes of ethical conduct, personal integrity and norms of organizational behaviour.

Module	Contents	Hours
1	**ADVANCED TECHNICAL WRITING :PROJECT/PROBLEM BASED LEARNING (PBL)** **1.1 Purpose and Classification of Reports:** **Classification on the basis of:** - Subject Matter (Technology, Accounting, Finance, Marketing, etc.) - Time Interval (Periodic, One-time, Special) - Function (Informational, Analytical, etc.) - Physical Factors (Memorandum, Letter, Short & Long) **1.2. Parts of a Long Formal Report:** - Prefatory Parts (Front Matter) - Report Proper (Main Body) - Appended Parts (Back Matter) **1.3. Language and Style of Reports** - Tense, Person & Voice of Reports - Numbering Style of Chapters, Sections, Figures, Tables and Equations - Referencing Styles in APA & MLA Format - Proofreading through Plagiarism Checkers **1.4. Definition, Purpose & Types of Proposals** - Solicited (in conformance with RFP) & Unsolicited Proposals - Types (Short and Long proposals) **1.5. Parts of a Proposal** - Elements - Scope and Limitations - Conclusion	06