

PC512

Technical Writing and Communication Skills

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Content of Lecture 1

- Overview of the Course PC512
- Grading Policy
- Importance of Communication
- General ideas on Communication

Communication Skill is IMPORTANT

- Profession
- Business
- Society
- Family

Need for Communication

- One is not ALONE in this world.
- We need to interact with others.
- Many others depend on you.

Why Communication

- Inform about your good work, achievements, . . .
- Influence
- Express Feelings
- Bonding

Seven C's of Communication

- ① Clear
- ② Concise
- ③ Concrete
- ④ Correct
- ⑤ Coherent
- ⑥ Complete
- ⑦ Courteous

Various Types of Communication

- Written
- Oral
- Visual
- Body Gestures
- Electronic

Each of the type above can be divided in two classes

- 1 One-to-one
- 2 One-to-Many

Summary

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