PEL300:PROFESSIONAL COMMUNICATION

Course Outcomes: Through this course students should be able to

CO1 :: define basics of grammar and sentence structure

CO2 :: describe awareness of accents and pronunciation in overall oral competence

CO3 :: establish professional writing abilities

CO4 :: understand appropriate coherence and cohesion in written communications

CO5 :: associate learning of sentence correction in written languages

CO6 :: apply varied professional skills while seeking job

Unit I

Parts of speech : Usage of noun, pronoun, adjective, Usage of adverb, verb, preposition, conjunction and interjection
Tenses : Usage of basic and derived tenses

Unit II

Sentence Correction : modifiers, parallelism, subject-verb agreement, pronoun agreement, comparisons, redundancy, error of participles, verb tenses

Unit III

Precis Writing : elaboration, do's and don'ts s of précis writing

Report Writing : Purpose, Types, Framework of Business Reports, Techniques of Writing and Presentation of Business Reports.

Unit IV

Sentence Completion : Understanding vocabulary and fill the sentences with appropriate words.

Unit V

Email Writing : parts of an email - writing a subject, salutation, body of the email, dos and don'ts

Proposal Writing : Purpose, Types, Framework of Reports, Techniques of Writing and Presentation of Business/ technical Proposals

Unit VI

Voice and Accent : introduction to vowels and consonants, introduction to syllable, stress and intonation

References:

1. EFFECTIVE TECHNICAL COMMUNICATION by M. ASHRAF RIZIVI, MC GRAW HILL