**HS513: TECHNICAL COMMUNICATION**

12/02/2024- Introduction to communication

16/02/2024- Forms of Communication

19/02/2024- Communication Breakdown

23/02/2024- Barriers in Communication process

26/02/2024- Vocabulary

01/03/2024- Vocabulary

04/03/2024- Non-verbal communication

08/03/2024- Non-verbal communication

11/03/2024- Voice - Pronunciation

15/03/2024- Speech (Audience awareness, pitch and intonation)

18/03/2024- Features of technical writing

22/03/2024- Report writing

25/03/2024- Reading Skills

29/03/2024- Reading Skills

01/04/2024- Facing the public - Combating nervousness, stage fright

05/04/2024- Negotiation and Persuasion

08/04/2024- Interviews

12/04/2024- Notice and Memos

15/04/2024- Minutes and Agenda

19/04/2024-Interpersonal Communication

22/04/2024-Intercultural Communication

26/04/2024- Intercultural Communication

29/04/2024- Listening Skills

03/05/2024- Group Discussion

06/05/2024- Presentation

10/05/2024-Proposal Writing

**Activities**

**Quiz 1:** 25/02/2024

**Assignment 1:** 05/03/2024

**Quiz 2:** 15/03/2024

**Assignment 2:** 25/03/2024

**Quiz 3:** 04/04/2024

**Assignment 3:**11/04/2024

**Quiz 4:**20/04/2024

**Assignment 4**:30/04/2024