

CE 341: CIVIL ENGINEERING COMMUNICATION SKILLS

2017-18 (I)

Indian Institute of Technology Kanpur

Overview of the course

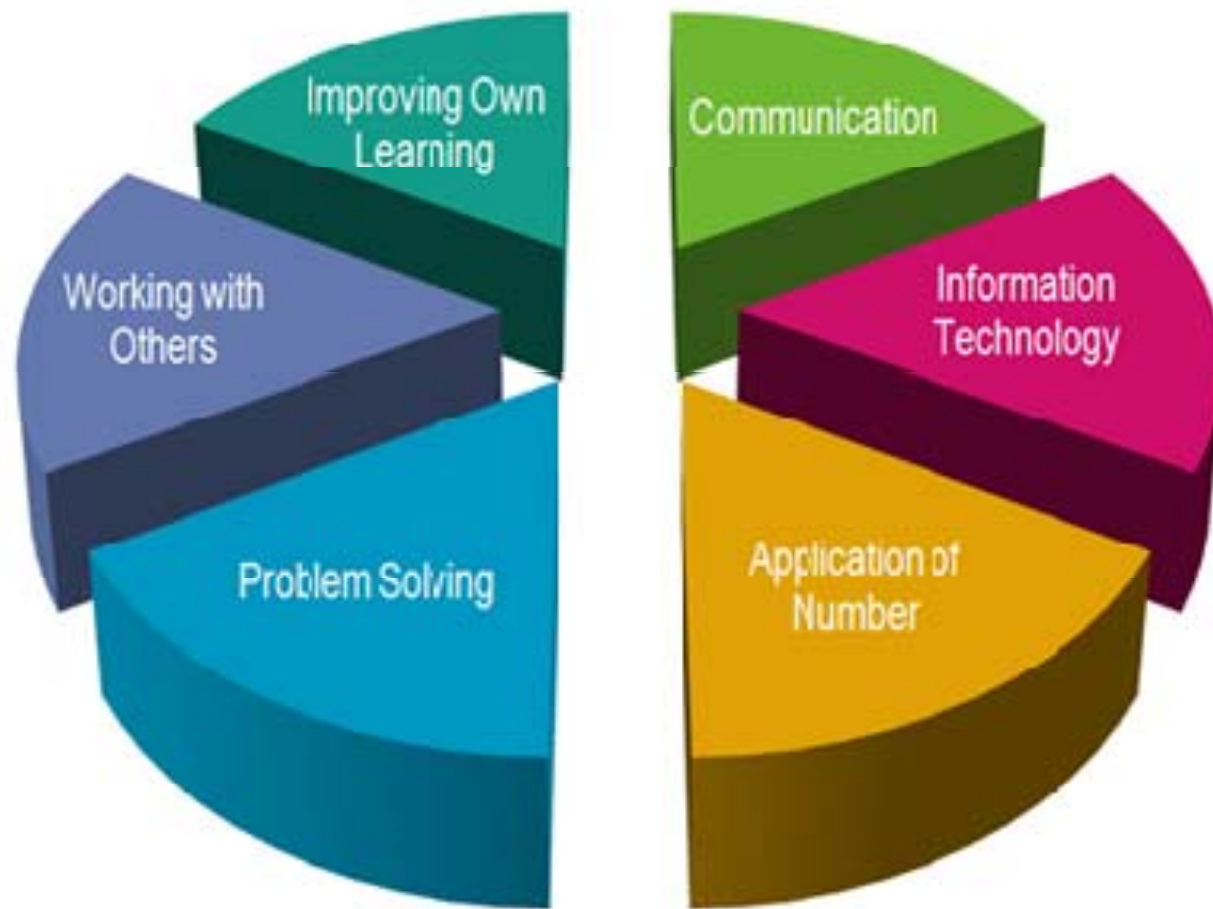
- Course Pre-requisite: COMM 200
- Time & Venue: Tue (10 am-noon); L-17
- Instructors:
 - Prof. Prishati Raychowdhury [Office: FB-330, ph: #6692, email: prishati@iitk.ac.in]
 - Prof. Partha Chakroborty [Office: WLE-303D, ph: #7037, email: partha@iitk.ac.in]
- Reading Material:
 - Text book - None;
 - Reference Book: D. Beer, and D. McMurrey, A Guide to Writing as an Engineer, 3rd . Ed. John Wiley & Sons, 2009.
 - Also, supplementary notes/reading material will be provided as needed

Course Objective

Improve your English language
professional **communication skills**

for

your **career growth and advancement**



CE 341A: Course Content

1. Effective Technical Communication
2. Effective Scientific and Technical Writing
3. Visual Data Analysis
4. Effective Presentation

Effective Technical Communication

- ❖ Fundamentals of communication
- ❖ One-to-one interaction
- ❖ Group discussion/interaction

Effective Scientific and Technical Writing

- Technical writing
- Plagiarism, citation, copyright
- How to write
 - scientific articles
 - term papers
 - statement of interests/purpose
 - resume/CV

Visual Data Analysis

- How to summarize and interpret scientific data
- Different modes for representing and summarizing data

Effective Presentation

- ✓ The purpose of a presentation
- ✓ Understanding the audience
- ✓ Presentation structure
- ✓ Effective physical presence
- ✓ Effective use of voice
- ✓ Effective use of visual aids
- ✓ Dealing effectively with questions

Class Requirements

Attendance
is
MANDATORY

There will be

NO

- Mid semester examination
- End semester examination

Grading???

Grading will be based on *your*

- ✓ Attendance

- ✓ Performance in

 - ✓ Written communication skills

 - ✓ Oral communication skills

- ✓ Class participation

 - ✓ Interacting with class-mates

 - ✓ Being engaged in class discussion

 - ✓ Asking and answering questions

and

- ✓ Quiz and Assignments

Grading Policy

- Class attendance & active participation - 30%
- Home Assignment - 30%
- Quiz (oral and written) - 40%

Goal

- ✓ Communicating well is very important for good interpersonal skills
- ✓ Therefore, if you feel you are not able to get your views across, you should work on your communication skills



MODES of Communication

- Oral
- Written
- Electronic
- Telephonic



Class Activity - 1

1. Introduce yourself
2. Tell about a thing that you like most at IITK and a thing you dislike most at IITK