

HU 318 PROFESSIONAL WRITING SKILLS

Contact Hours-04 (per week)

Examination Duration- 03 Hours

Credits- 04(L:3 +T:1)

Objective: To train students for professional communication to enhance their job readiness skills and professional competence

Pedagogy: Lectures/Class Room Discussion/Self Study/ Assignments/Presentations/Projects

Course Contents

UNIT-I: English for Professional Purposes:

Technical Communication- methods, Strategies and Skills

Communication in Multicultural Context- Social, Cultural, Political and Technical, especially in formal set up

UNIT-II: Communication at the Work Place:

Written Communication- Letters, Orders (sale/purchase), Types of Report,

Technical Proposals, SOP, Memo, Notice, Agenda, Minutes Group Discussion, Interview Note taking/making

UNIT-III: Technology and Communication:

Netiquettes, E-mail Principles, Office Etiquettes, Video conferencing, Webinar

UNIT-IV: Project Writing:

Individual and Group Projects and Allied Assignment; Choosing a topic; Formatting, project feasibility, etc.

Suggested Readings:

1. Raman, Meenakshi and Sangeeta Sharma. *Technical Communication: Principles and Practice*, Delhi: OUP, 2011.
2. Blicq, Ron S, Lisa A Moretto. *Writing to Get Results*, John Wiley and Sons, 2001.
3. Mitra, Barun. *Effective Technical Communication: A Guide for Scientists and Engineers*, Delhi: OUP, 2006.
4. Tyagi, Kavita and Padma Misra. *Basic Technical Communication*. PHI Learning Private Limited, New Delhi, 2011.
5. Marsen, Sky. *Professional Writing*. UK: Macmillan Education, 2013.
6. Smith, Edward and Bernhardt, Stephen. *Writing at Work: Professional Writing Skills for People on the Job*. 1st Edition. New York: McGraw Hill Education, 1997.