

1.	Title of the course	Communication for Effective Leadership - III
2.	Course number	HS620L
3.	Structure of credits	1-0-0-1
4.	Offered to	PG
5.	New course/modification to	Modification To HS6035/21
6.	To be offered by	Department of Humanities and Social Sciences
7.	To take effect from	July 2022
8.	Prerequisite	Nil
9.	Course Objective(s): To structure and write clear, correct, and confident professional written communication.	
10.	Course Content: Analysing target reader and purpose; Professional correspondence; Writing style for memos, emails, and social media writing; Writing proposals and reports; Formal letter writing.	
11.	Textbook(s): 1. Barrett D J, <i>Leadership Communication</i> , 4th Edition, McGraw-Hill Education (2013). 2. Munter M and Hamilton L, <i>Guide to Managerial Communication: Effective Business Writing and Speaking</i> , 10th Edition, Pearson (2013).	
12.	Reference(s): 1. Garnett J L, <i>Communicating for Results in Government: A Strategic Approach for Public Managers</i> , 1st Edition, John Wiley & Sons (1992). 2. Hackman E Z and Johnson C E, <i>Leadership, A Communication Perspective</i> , 6th Edition, Waveland Press (2013). 3. Rizvi M A, <i>Effective Technical Communication</i> , 2nd Edition, McGraw-Hill Education (2018).	