

INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
PROFORMA FOR NEW COURSE

1.	Title of the Course	English for Communication
2.	Course Number	HS2022
3.	Status of the Course	Elective
4.	Structure of Credits	3-0-0-3
5.	Offered To	UG
6.	New Course/Modification to	New
7.	To be Offered by	Department of Humanities and Social Sciences
8.	To take effect from	July 2018
9.	Prerequisite	Nil
10.	Whether approved by the Department	Yes
11.	Course Objective: This course is designed to enhance the linguistic and communicative competence of the students. The course focuses on fostering the skills of reading, writing, listening, and speaking. The course aims to prepare the students to develop a clear understanding of the communication needs for all professional purposes.	
12.	Course Content: Process of communication, effective communication, channels of communication, barriers to communication, debate, extempore, writing strategies, paragraph writing, connectors, punctuation, vocabulary building, report writing, statement of purpose (SoP), letter writing, email writing, netiquettes, role play, public speaking, listening skills	
13.	Text book(s): 1. Ashraf R, <i>Effective Technical Communication</i> , 2nd Edition, Tata Mc Graw Hill Education (2018). 2. Seely J, <i>Oxford Guide to Effective Writing and Speaking</i> , Oxford University Press (2009).	
14.	Reference(s): 1. Murphy H, <i>Effective Business Communication</i> , 7th Edition, Tata McGraw Hill Education (2017).	