

1.	Title of the Course	Technical Communication
2.	Course Number	HS6105
3.	Status of the Course	Core
4.	Structure of Credits	3-0-0-3
5.	Offered To	PG
6.	New Course/Modification to	New
7.	To be Offered by	Department of Humanities and Social Sciences
8.	To take effect from	January 2020
9.	Prerequisite	Nil
10.	Whether approved by the Department	Yes
11.	Course Objective: To enhance the communicative competence of the students in terms of speaking and writing for professional and research purposes. To train them in rhetorical forms, and the methods and conventions of academic argumentation and research with an emphasis on the skills and practices required to produce academic essays, constructing arguments, and carrying out various types of analysis employing the various stages of the writing process.	
12.	Course Content: Basics of English grammar; Effective communication; Barriers to effective communication; Public speaking; Making ideas compelling and memorable; Critical reading and listening; Extempore; Debate; Punctuation; Effective use of quotation; Plagiarism; Methods of word formation; Paragraph structure (topic sentence, supporting examples, transition sentence); Methods of writing; Basic rhetorical modes (narration, description, exposition); Writing process (pre-writing, writing, re-writing); Paraphrase and summary; Stylistics (vocabulary, conciseness); Letter writing; Research proposal; Netiquette.	
13.	Text book(s): 1. Rizvi A , <i>Effective Technical Communication</i> , Tata Mc Graw Hill Education (2018). 2. Savage A and Mayer P, <i>Effective Academic Writing</i> , Oxford University Press (2013).	
14.	Reference(s): 1. Bailey S, <i>Academic Writing: A Handbook for International Students</i> , Routledge (2017). 2. Murphy H, <i>Effective Business Communication</i> , Tata McGraw Hill Education (2017). 3. Seely J, <i>Oxford Guide to Effective Writing and Speaking</i> , Oxford University Press (2009).	