

MFT-105 Communication Skills and Technical Writing	
Teaching Scheme Lectures: 2hrs./week Credits: 2	Examination Scheme Internal Assessment Marks [IAM]: 15 [Class Test: 06, Teachers assessment: 03, Attendance: 06] End Semester Marks [ESM]: 35

Course Objectives:

1. To give knowledge about vocabulary and word fluency.
2. To give knowledge about technical writing.
3. To give knowledge about effective communication skills.
4. To encourage students about interactive Communication Skills -Group Discussions, Debates, Conversations, Telephonic Etiquettes, Facing an interview.
5. To give knowledge about concept of community nutrition.

Detailed Syllabus

MODULE 1
Grammar: Expressions, Modals & Moods, Word Stress, Fluency, Voice, Enhancing Vocabulary Punctuations
MODULE 2
Introduction to Technical writing – Definition, types, characteristics, Report Writing, CV & Resume making, Research paper
MODULE 3
Effective Communication Skills: Power Point Presentations (Subject-Oriented), Soft Skills - Proper Body Postures, Right/Positive Body Language, Eye Contact, Public speaking, Interactive Communication Skills -Group Discussions, Debates, Conversations, Telephonic Etiquettes, Facing an interview
MODULE 4
Communication Skills: How to make Delivery of Content Effective, Proper Articulation, Modulation, Voice Throw, Proper Stress on Words, Presenting PPT's, Confidence Building, Motivation, Writing Covering Letters, Filling Application Forms.
MODULE 5
Technical Writing : Documentation of Academic credentials, Writing of Introduction, Acknowledgement, Abstract & Conclusion, Commonly used Abbreviations in the Thesis & Research Communication, Structuring the Presentation, Learning how to make PPT's, number of Slides, font, font size, Table Insertions, Picture, Clip Art, Chart, Grammatical Accuracy.

Suggested Readings	
1.	Robert C. (Ed.). 2005. Spoken English: Flourish Your Language. Abhishek, Chandigarh.
2.	Shelton James H. 1994. Handbook for Technical Writing. NTC Business Books, Chicago.
3.	Wren PC & Martin H.2006. High School English Grammar and Composition. S. Chand, New Delhi.
4.	

CourseOutcomes:

1.	Understand and apply knowledge of english communication in various contexts like interpersonal, intrapersonal, small group, organizational
2.	Find and write different academic writing more efficiently.
3.	Able to communicate effectively in interview as well as work place.
4.	Develop their personality and confidence
5.	Able to perform well in different competitive exams

