

THM-301 ENGLISH III-Technical Writing and Presentation Skills (03 Credit hrs)**PRE-REQUISITE**

THM-201 English-II (Communication Skills)

LEARNING OUTCOMES:

Students will be able to:

1. Identify and select many types of writing frequently required in a variety of careers,
2. Practice audience analysis and develop effective communication strategies for a variety of audiences,
3. Demonstrate writing the effective communication principles encouraged by professional writers
4. Achieve a greater awareness of the importance of selecting and integrating graphics with written communication,
5. Improve their ability to differentiate among and to use facts, inferences and judgments.

CONTENTS

This course aims to enable students to write and present with impact, by improving their writing and presentation style, as well as enhancing interpersonal skills.

Module -1:

- Grammar review
- Vocabulary Development
- Pronunciation
- Drills
- The psychology of effective communication
- Principle of communication psychology

Module- 2

- Presentation
- Report writing
- The need for business report
- Informational report
- Analytical reports
- Writing headings and sub-headings
- Using visual aid
- Proof reading
- Presentations

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after mid term assessment. It includes:

- classroom participation,
- attendance, assignments and presentation,
- homework
- attitude and behavior,
- hands-on-activities,
- short tests, quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

RECOMMENDED TEXT BOOKS/ SUGGESTED READINGS:

1. Bov'ee D. Philips: Business Communication today
2. Stewart, Zimiber & Clark: Business English & Communication
3. Himstreet & Batty: Business Communication
4. Kitty O Locker: Business & Administrative communication
5. Smith-Worthington, D., & Jefferson, S. (2010). *Technical writing for success*. Cengage Learning.
6. Greenlaw, R. (Ed.). (2012). *Technical Writing, Presentational Skills, and Online Communication: Professional Tools and Insights: Professional Tools and Insights*. IGI Global.
7. Karten, N. (2010). Presentation Skills for Technical Professionals: Achieving Excellence, IT Governance Limited.