**TEC1101 Communication Skills**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Period per  Week | | | Contact Hour per Semester | Weighted  Total Mark | Weighted  Exam Mark | Weighted Continuous Assessment Mark | Credit  Units |
| LH | PH | TH | CH | WTM | WEM | WCM | CU |
| 30 | 00 | 30 | 45 | 100 | 60 | 40 | 3 |

**Rationale**

The applications of engineering occur in society, as thus effective communication to varied audiences and clientele is a key virtue a computer engineer must possess. Communication is a tool through which work gets done, ideas get sold and defended. This course introduces to the students principles of organization, development, and writing of technical documents; and instils in them skills of listening, speaking and interaction.

**Objective**

 To develop the skills of reading, listening, speaking and interaction

 To cultivate technical writing and documentation skills

 To enhance the student’s public and formal presentation skills

**Course Content**

***1. Interpersonal Skills***

 Reading both individual and public

 Listening Skills

 Speaking, Interaction, and Conversational Skills

 The Concept Team Work

 Inter-Office and Intra-Office Communication

 Conduct of Discussions and Dynamics of Meetings

***2. Writing and Documentation Skills***

 Note-taking

 Writing Minutes

 Writing Notice of Meeting and Agenda

 Preparing Formal Documents (Resume, Application Letters, Acceptance Letters, Resignation Letters, Memos, Circulars, Responses, Letters of Introduction etc)

 Development of Technical and Academic Documents(Theses, Proposals,

Dissertations, Laboratory Reports, Papers, Articles, Abstracts)

***3. Oral Presentation Principles***

 Visual and Computer-assisted presentation

 Analysis and Design of Web Presentation

 Choice and use of appropriate presentation tools

 Organising and presenting effective talk

***Learning Outcomes***

Upon completion of this course, the student should be able to:

 Exhibit effective skills in reading, listening, speaking and interaction

 Prepare technical and academic documents

 Effectively deliver Public and Formal Oral Presentations using appropriate Visual and Computer aids

**Recommended and Reference Books**

*[1]* Ros Jay, *How to Write Proposals & Reports that Get Results*, Pearson-Prentice

Hall, 2003

*[2]* N. A. Saleemi, *Business Communication and Report Writing Simplified*, 1st

ed., N. A. Saleemi Publishers, 1997