NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

COURSE PLAN – PART I

Name of the programme and specialization	M. Tech. Chemical Engineering		
Course Title	Technical Communication		
Course Code	HS 611	No. of Credits	3
Course Code of Pre-requisite subject(s)	***		
Session	January 2019	Section (if, applicable)	
Name of Faculty	R. Gururaj	Department	H S S
Official Email	guru@nitt.edu	Telephone No.	3693
Name of Course Coordinator(s) (if, applicable)			
Official E-mail		Telephone No.	
Course Type (please tick appropriately)	☐ Core course	☑ Elective course	

Syllabus (approved in BoS)

Concepts, goals and levels of communication - General and technical communication - Significance of technical communication - Barriers to effective communication - Psychology of communication.

Oral Communication:

Tools and skills of communication - Presentation skills and Use of PowerPoint Slides, Public Speaking - Extempore / Prepared Speech - Requirements of oral communication - Body language and Non verbal Cues - Difference between Group Discussion and Debate - Interview techniques.

Written Communication:

Effective Writing - Focus on Writing ; Coherence and Cohesion - Report Writing - CV and Resume Writing - Drafting Proposals, Research papers - preparation of technical / software manuals - Reader Perspective - Comprehending and Summarizing a text - Non verbal cues in Writing.

Developing Listening Skills:

Listening as an active skill - Kinds of Listening- Listening for general content; Listening for specific information - Intensive Listening - Developing effective listening skills; Barriers to

effective listening skills - Listening Comprehension - Retention of facts, data & figures - Role of speaker in listening, Difference between note taking and note making.

Technology and Communication:

Telephone etiquette - Effective email messages - Editing skills - Use of charts and graphs using computer software - Elements of style in technical writing - Role of media in technology and communication - Library and Reference skills.

COURSE OBJECTIVES

> To develop the professional and communicational skills of learners in a technical environment.
> To enable students acquire functional and technical writing skills.
> To enable students acquire presentation skills to technical and non-technical audience.

MAPPING OF COs with POs

| Course Outcomes	Programme Outcomes (PO) (Enter Numbers only)
Develop an overall and better understanding of communicational approach in a professional setup	

COURSE PLAN – PART II

COURSE OVERVIEW

The course develops competence in Technical Communication and creates awareness on the nuances of Technical communication.

COURSE TEACHING AND LEARNING ACTIVITIES   (Add more rows)

S.No.	Week/Contact Hours	Topic	Mode of Delivery
1	Week 1	Concepts of Communication, Difference between General & Telecommunication, Barriers to communication	
2	Week 2	Differences between General and Technical Communication	
3	Week 3	Importance of Technical Communication	
4	Week 4	Oral Communication - Prepared Speech	
5	Week 5	Body Language - Public Speech	Lecture, demo and Practice session & Assessment
6	Week 6	Presentation Skills	
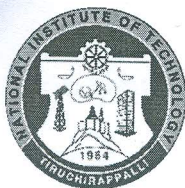
7	Week 7	Listening Comprehension	
8	Week 8	Listening Strategies	
9	Week 9	Assessment - Listening	
10	Week 10	Effective Writing	
11	Week 11	Coherence & Cohesion	
12	Week 12	Element of Technical writing	
13	Week 13	Report - Abstracts	
14	Week 14	Email etiquette	

COURSE ASSESSMENT METHODS (shall range from 4 to 6)

S.No.	Mode of Assessment	Week/Date	Duration	% Weightage
1	Listening Test, Speaking Test	5	60 minutes	20
2	Written Exam (Mid –Semester Review)	8	60 minutes	20
3	Group Tasks	11	60 minutes	20
CPA	Compensation Assessment*	13	60 minutes	20
4	Final Assessment *	15	180 minutes	40

*mandatory; refer to guidelines on page 4

COURSE EXIT SURVEY (mention the ways in which the feedback about the course shall be assessed)

--Feedback may be provided during the Class Committee Meeting.

--Descriptive feedback will be collected by the faculty during the middle of the course.

--A formal online feedback will be collected by the Institute at the end of the course.

COURSE POLICY (including compensation assessment to be specified)

Attendance during assessments is compulsory. Only <u>one compensation test</u> will be conducted for the students who fail to appear for any of the above mentioned assessments.

Plagiarism:

At the beginning of the course, the students will be explained about plagiarism and its consequences. The students' grades with respect to the particular plagiarized assignments will be reduced.
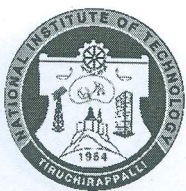
ATTENDANCE POLICY (A uniform attendance policy as specified below shall be followed)

- ➤ At least 75% attendance in each course is mandatory.

- ➤ A maximum of 10% shall be allowed under On Duty (OD) category.

- ➤ Students with less than 65% of attendance shall be prevented from writing the final assessment and shall be awarded 'V' grade.
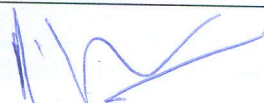
ACADEMIC DISHONESTY & PLAGIARISM

- ➤ Possessing a mobile phone, carrying bits of paper, talking to other students, copying from others during an assessment will be treated as punishable dishonesty.

- ➤ Zero mark to be awarded for the offenders. For copying from another student, both students get the same penalty of zero mark.

- ➤ The departmental disciplinary committee including the course faculty member, PAC chairperson and the HoD, as members shall verify the facts of the malpractice and award the punishment if the student is found guilty. The report shall be submitted to the Academic office.

- ➤ The above policy against academic dishonesty shall be applicable for all the programmes.

ADDITIONAL INFORMATION, IF ANY

Faculty is available for discussion after class hours. Students are advised to meet the faculty at a mutually convenient time at the HSS Department on the second floor of Lyceum. Contact details (email / land line / mobile number) are provided in the page 1 of the course plan.
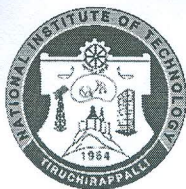
FOR APPROVAL

Course Faculty _____   CC- Chairperson _____   HOD _____

(Dr. P. Sivadhanulehm)   (K.H. Meera S. Begum)

Guidelines

a) The number of assessments for any theory course shall range from 4 to 6.

b) Every theory course shall have a final assessment on the entire syllabus with at least 30% weightage.

c) One compensation assessment for absentees in assessments (other than final assessment) is mandatory. Only genuine cases of absence shall be considered.

d) The passing minimum shall be as per the regulations.

B.Tech. Admitted in				P.G.
2018	2017	2016	2015	
35% or (Class average/2) whichever is greater.		(Peak/3) or (Class Average/2) whichever is lower		40%

e) Attendance policy and the policy on academic dishonesty & plagiarism by students are uniform for all the courses.

f) Absolute grading policy shall be incorporated if the number of students per course is less than 10.

g) Necessary care shall be taken to ensure that the course plan is reasonable and is objective.