

## NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

COURSE PLAN			
Course Title	Professional Communication		
Course Code	HSIR12	No. of Credits	3
Department	Humanities and Social Sciences	Faculty	Dr. S. Mekala
Pre-requisites Course Code	Nil		
Course Coordinator	Dr. R. Joseph Ponniah		
Other Course Teachers / E-mail	mekala@nitt.edu	Telephone No.	0431-2503698
Course Type	<input checked="" type="checkbox"/> Core course <input type="checkbox"/> Elective course		
COURSE OVERVIEW			
<p>The course will enable the students to be adept in the role of Professional Communication and train them to meet the requisites of the corporate career.</p>			
COURSE OBJECTIVES			
<p>The Course aims to:</p> <ol style="list-style-type: none"> <li>1. Enable the students use English effectively for their professional requirements.</li> <li>2. Help them write business letters for various purposes.</li> <li>3. Make them read and listen critically.</li> <li>4. Aids them to think creatively and laterally in a given context</li> <li>5. Enable them to speak cohesively and confidently in English.</li> </ol>			
COURSE OUTCOMES (CO)			
Course Outcomes			Aligned Programme Outcomes (PO)
<ol style="list-style-type: none"> <li>1. Students will be able to speak confidently in an organized manner.</li> <li>2. They will be able to write business letters in English.</li> <li>3. They will be able to critically read, comprehend and analyze content suited to their professional needs.</li> <li>4. They will be able to listen critically in different contexts.</li> <li>5. They will be able to respond laterally in a given context.</li> </ol>			

**COURSE TEACHING AND LEARNING ACTIVITIES**

<b>S.No.</b>	<b>Week</b>	<b>Topic</b>	<b>Mode of Delivery</b>
1	Week 1	Introduction to Professional communication – Objectives and Methodology	Lecture mode
2	Week 2	Introduction to Thinking Skills – Significance of Cognitive Skill – Logical, Creative, lateral and analytical thinking.	Lecture and Practice sessions
3	Weeks 3	Issues and Practice in Critical Listening comprehension	Lecture, demo and Practice sessions.
4	Week 4	First Assessment - Assessment of critical listening	Test
5	Weeks 5	Introduction to Transcoding – Tasks on interpreting and inferring bar charts, pie charts, line graphs et.	Lecture and Practice sessions
6	Week 6	Introduction to Perspective writing – Tasks and guided practice	Lecture and Practice sessions
7	Week 7	Argument Writing – Tasks and guided practice	Lecture and Practice sessions
8	Week 8	Allocation and approval of Project Topics for team task	Demos & Group Activities
9	Week 9	Second Assessment - Mid semester review test.  Introduction to formal letters – Tone in Business letters	Test  Lecture and Practice sessions
10	Week 10	Business Letters – Enquiry, Quotation, Order and Complaint letters	Lecture and Practice sessions
11	Week 11	Formal letters – Job application letter – CV/Resume.	Lecture and Practice sessions
12	Week 12	Individual assessment - Identifying and guiding based on the level of the students.	Guided assessment
13	Week 13	Team task through Class room guidance and team task presentations and assessment in the class.	Group Presentations
14	Week 14	Final End semester Examination	Written Examination

**COURSE ASSESSMENT METHODS**

S.No.	Mode of Assessment	Week/Date	Duration	% Weightage
1	Assessment -I (Listening and Written Test )	Week 4 and 8	60 minutes	20 Marks
2	Mid-semester Review (Written Test )	Week 9	60 minutes	20 Marks
3	Team Task (Oral Test)	Week 13	30 minutes	20 Marks
4	End semester Examination (Written Exam)	Week 14	3 hours	40 Marks

**ESSENTIAL READINGS** : Textbooks, reference books Website addresses, journals, etc

**Teaching Materials** will be chosen from the reference books, Online resources pertaining to the corporate domain

**COURSE EXIT SURVEY** (mention the ways in which the feedback about the course is assessed and indicate the attainment also)

Descriptive feedback will be collected by the Faculty a week before the end semester exam.

**COURSE POLICY** (including plagiarism, academic honesty, attendance, etc.)

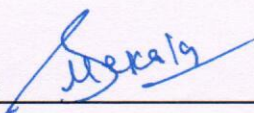
75% attendance is mandatory to write the semester exam. Attendance during Assessment days is compulsory. 15% may be relaxed on medical emergency. Students whose attendance percentage is less than 60% will be prevented from writing semester examination.

**ADDITIONAL COURSE INFORMATION**

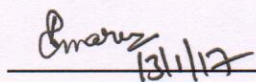
Faculty is available for discussion after class hours at the department (Room no: 309, II floor, Lyceum). Faculty can also be contacted through email: mekala@nitt.edu

**FOR SENATE'S CONSIDERATION**

Course Faculty



CC-Chairperson



HOD

