

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

COURSE PLAN			
Course Title	PROFESSIONAL COMMUNICATION		
Course Code	HSIR 12	No. of Credits	3
Department	HSS	Faculty	Dr. J. Muthulekha
Pre-requisites Course Code	Nil		
Course Coordinator(s) (if, applicable)	Dr. Joseph Ponniah		
Other Course Teacher(s)/Tutor(s) E-mail	muthulekha@nitt.edu	Telephone No.	0431-2503991
Course Type	<input checked="" type="checkbox"/> Core course <input type="checkbox"/> Elective course		

**COURSE OVERVIEW**

The course develops competence in Professional English and creates awareness on the nuances of corporate communication.

**COURSE OBJECTIVE**

The course aims to:

1. train students to use formal/informal language in the professional world
2. enhance them to read / listen critically and think creatively
3. improvise writing skills of students in drafting letter/ summary/reports etc.,
4. familiarise the group dynamics and train them for collaborative work

**COURSE OUTCOMES (CO)**

Course Outcomes After the completion of the course	Aligned Programme Outcomes (PO)
1. students will develop an overall and better understanding of communicational approach in a professional setup	
2. students will be able to bring their creative and analytical skills to the fore during their problem solving in work environment	
3. students will be enriched with emotional intelligence quotient and soft skills	

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<b>COURSE TEACHING AND LEARNING ACTIVITIES</b>			
<b>S.No.</b>	<b>Week</b>	<b>Topic</b>	<b>Mode of Delivery</b>
1.	Week 1	Introduction to Professional Communication Issues and Practice in critical listening	Lecture, demo and Practice session
2.	Week 2	Business letters – formal and informal, format, various parts of business letters -tone in business letters	Lecture and practice session
3.	Week 3	Job Application Letter (CV and Resume)	Lecture and Practice
4.	Week 4	First Assessment- Critical Listening	Test
5.	Week 5 & 6	Order Letter, Complaint Letter	Lecture and Practice
6.	Week 7	Introduction to Perspective Writing and Argument Writing	Lecture and Practice session
7.	Week 8	Second Assessment – Mid semester Test	Test
8.	Week 9 & 10	Summary Writing and Report Writing - Transcoding	Lecture and Practice session
9.	Week 11	Team Task through class room guidance and team work – monitoring in the class	Lecture and Practice session
10.	Week 12	Thinking- Creative, Critical and Lateral Thinking	Guided Assignment
11.	Week 13	Individual Assignment/Assessment – Identifying it and guiding the students based on their level of language	Group Activities
12.	Week 14	End Semester Examination	Examination

S.No.	Mode of Assessment	Week/Date	Duration	Percentage of Weightage
1	Listening Test, Assignment / Speaking Test	4	60 minutes	20 Marks
2	Written Exam	8	60 minutes	20 marks
3	Team Task	11	60 minutes	20 marks
4	End Semester Examination	14	3 hours	40 marks

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

Authentic class room materials from the various sources such as web, blogs, podcasts etc.,

Reference Book

1. Meenakshi Raman and Sangeeta Sharma (2011), 'Technical Communication Principles and Practice', OUP, New Delhi.

**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 Mid-semester and a week before the end semester examination

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

75% attendance is required to write the semester exam. Attendance during Assessment days is compulsory. 15% attendance is relaxed on medical ground. Below 60% attendance students will be prevented for taking semester examination.

**ADDITIONAL COURSE INFORMATION**

Faculty is available for discussion after class hours at the department on the second floor of Lyceum. Room No: 303. Faculty can also be contacted over email: [muthulekha@nitt.edu](mailto:muthulekha@nitt.edu)

**FOR SENATE'S CONSIDERATION**

Course Faculty *[Signature]*

(Dr. J. Muthulekha)

CC-Chairperson *[Signature]*

*[Signature]* 13/1/17

HOD *[Signature]*

