

## 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	S. Saranya
Pre-requisites Course Code	Nil		
Course Coordinator(s) (if, applicable)	Dr. Joseph Ponniah		
Other Course Teacher(s)/Tutor(s) E-mail	saranya@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: <ul style="list-style-type: none"> <li>• train students to use formal/informal language in the professional world</li> <li>• enhance their creativity in critical reading / listening / thinking skills</li> <li>• improvise writing skills of students in drafting letter/ summary/reports etc.,</li> <li>• familiarise group dynamics and train them for collaborative work</li> </ul>			
COURSE OUTCOMES (CO)			
Course Outcomes			Aligned Programme Outcomes (PO)
Students will develop an overall and better understanding of communicational approach in a professional setup			
Students will be able to bring their creative and analytical skills to the fore as they face problem solving situations in work environment			
Students will be enriched with emotional intelligence quotient and soft skills			

**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	Lecture, demo and Practice
2	Week 2	Business letters – formal and informal, format, various parts of business letters - tone in business letters	Lecture and practice
3	Week 3	Job Application Letter (CV and Resume)	Lecture and Practice
4	Week 4	Issues and Practice in critical listening First Assessment- Critical Listening	Lecture and 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
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, Speaking test	4	60 minutes	20
2	Mid-semester test - Written	8	60 minutes	20
3	Team task	11	30 minutes	20
4	End semester Examination	14	3 hours	40

**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 for assessment is compulsory. 15% attendance is relaxed on medical grounds. Students having below 60% of attendance will be prevented from 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: [saranya@nitt.edu](mailto:saranya@nitt.edu)

**FOR SENATE'S CONSIDERATION**

Course Faculty

*S. Saranya*  
11/11/2017  
(S. SARANYA)

CC-Chairperson

*S. Saranya*  
13/11/17

HOD

*M. S. S. S.*

