

100908/EN200E PROFESSIONAL COMMUNICATION
Course Contents and Lecture Schedule

No	Topic	No. of Lectures
1	Module 1 (7 hours)	
1.1	Vocabulary Development: technical vocabulary, vocabulary used in formal letters/emails and reports, sequence words, misspelled words, compound words, finding suitable synonyms, paraphrasing, verbal analogies.	2
1.2	Modern day research and study skills: search engines, repositories, forums such as Git Hub, Stack Exchange, OSS communities (MOOC, SWAYAM, NPTEL), and Quora	1
1.3	subject-verb agreement, personal passive voice, numerical adjectives, embedded sentences, clauses, conditionals, reported speech, active/passive voice	2
1.4	Reported speech, active/passive voice, plagiarism	2
2	Module 2 (4 hours)	
2.1	Reading Comprehension, and Summarizing: Reading styles, speed, valuation, critical reading	2
2.2	SQ3R method, PQRS method, speed reading, Reading and comprehending shorter and longer technical articles from journals, newspapers, identifying the various transitions in a text, Types of reading	2
3	Module 3 (5 hours)	
3.1	Voice modulation, tone, describing a process, Presentation Skills: Oral presentation and public speaking skills, business presentations	2
3.2	Debate and Group Discussions: introduction to Group Discussion (GD), differences between GD and debate; participating GD, understanding GD, brainstorming the topic, questioning and clarifying, GD strategies, activities to improve GD skills	3
4	Module 4 (6 hours)	
4.1	Listening and Interview Skills Listening: Active and Passive listening, listening: for general content, to fill up information, intensive listening, for specific information, to answer, and to understand.	3
4.2	Developing effective listening skills, barriers to effective listening, listening to longer technical talks, listening to classroom lectures, talks on engineering /technology, listening to documentaries and making notes, TED talks.	1
4.3	Interview Skills: types of interviews, successful interviews, interview etiquette, dress code, body language, telephone/online (skype) interviews,	2

	one-to-one interview & panel interview, FAQs related to job interviews	
5	Module 5 (4 hours)	
5.1	Formal writing: Technical Writing: differences between technical and literary style. Job applications, Minute preparation.	2
5.2	Elements of style, Common Errors in Writing: describing a process, use of sequence words, Instructions, Checklists	1
5.3	Report Writing	1