**NIRMA UNIVERSITY**

| **Institute:** | **School of Engineering, Institute of Technology** |
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| **Name of Programme:** | **M. Tech. in Civil Engineering**  **(Construction Technology and Management)** |
| **Course Code:** | 3SP1101 |
| **Course Title:** | Communication Skills and Technical Writing |
| **Course Type:** | ( Core/Value Added Course/ Departmental Elective/  **✓**  **✓**  Institute Elective/ University Elective/( Open Elective Any other) |
| **Year of Introduction:** | **2022-23** |

| **L** | **T** | **Practical component** | | | | **C** |
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**Course Learning Outcomes (CLOs):**

At the end of the course, the students will be able to –

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| 1. | develop verbal and non-verbal communication skills | (BL3) |
| 2. | apply speaking skills for group discussion, personal interview and seminar presentation | (BL3) |
| 3. | develop skills of preparing technical material, research paper and dissertation. | (BL3) |

**Syllabus: Teaching hours: 15**

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| **Unit** | **Syllabus** | **Teaching hours** |
| Unit-I | **Communication Skills**  Communication cycle, types and flows of Communication, barriers to communication. Non-verbal Communication and Cross-cultural communication | 3 |
| Unit-II | **Listening Skills**  Types of listening, Barriers to effective listening, tips to improve listening skills | 2 |
| Unit-III | **Speaking Skills**  Group Discussion, Personal Interview, Seminar Presentation | 5 |
| Unit-IV | **Academic Writing**  Importance of academic writing; Basic rules of academic writing, English in academic writing; Styles of research writing, Literature review: Introduction, Source of literature; Process of literature review; Summarizing technical material, Referencing and citation; Submission and; Post submission, Plagiarism: Introduction; Tools for the detection of plagiarism; Avoiding plagiarism; Journal and author metrics | 5 |

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| Suggested Readings/ References: | * Rutherford A. J., *Basic Communication Skills for Technology*, Person Education * Gerson S. J., Technical Writing Process and Product, Person Education |
| Suggested List of Experiments: | - |
| Suggested Case List: | - |