

## NIRMA UNIVERSITY

<b>Institute:</b>	<b>School of Engineering, Institute of Technology</b>
<b>Name of Programme:</b>	<b>M. Tech. in Civil Engineering (Construction Technology and Management)</b>
<b>Course Code:</b>	6CL181
<b>Course Title:</b>	Communication Skills and Technical Writing
<b>Course Type:</b>	( <input checked="" type="checkbox"/> Core/ <input type="checkbox"/> Value Added Course/ <input type="checkbox"/> Departmental Elective/ <input type="checkbox"/> Institute Elective/ <input type="checkbox"/> University Elective/( <input type="checkbox"/> Open Elective <input type="checkbox"/> Any other)
<b>Year of Introduction:</b>	<b>2022-23</b>

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### Course Learning Outcomes (CLOs):

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

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**

Unit	Syllabus	Teaching hours
Unit-I	<b>Communication Skills</b> Communication cycle, types and flows of Communication, barriers to communication. Non-verbal Communication and Cross-cultural communication	3
Unit-II	<b>Listening Skills</b> Types of listening, Barriers to effective listening, tips to improve listening skills	2
Unit-III	<b>Speaking Skills</b> Group Discussion, Personal Interview, Seminar Presentation	5
Unit-IV	<b>Academic Writing</b> 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

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:

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Suggested Case List:

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