

NIRMA UNIVERSITY

Institute:	Institute of Technology
Name of Programme:	M. Tech. in Electrical Engineering (Electric Vehicular Technology)
Semester:	I
Course Code:	6EE181
Course Title:	Communication Skills and Technical Writing
Course Type:	(<input type="checkbox"/> Core/ <input type="checkbox"/> Value Added Course / <input type="checkbox"/> Department Elective / <input type="checkbox"/> Institute Elective/ <input type="checkbox"/> University Elective/ <input type="checkbox"/> Open Elective / <input checked="" type="checkbox"/> Any other (supplementary course))
Year of Introduction:	2022 – 23

L	T	Practical component				C
		LPW	PW	W	S	
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Course Learning Outcomes (CLOs):

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

1. practice verbal and non-verbal communication skills (BL3)
2. apply speaking skills for Group Discussion, Personal Interview and Seminar Presentation (BL3)
3. compose and effectively write abstract, structure the research paper and dissertation, summarize technical material (BL6)

Syllabus:

Teaching hours:15

Unit I 3

Communication Skills: Communication Cycle, Types and Flows of Communication, Barriers to Communication. Non-verbal Communication and Cross-cultural Communication

Unit II 2

Listening Skills: Types of Listening, Barriers to Effective Listening, Tips to Improve Listening Skills

Unit III 5

Speaking Skills: Group Discussion, Personal Interview, Seminar Presentation

Unit IV 5

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

Tutorials:

This shall consist of at least 5 tutorials based on the syllabus.

Self-Study:

Self-study contents will be declared at the commencement of the semester. Around 10% of the questions will be asked from the self-study contents.

Suggested Readings[^]:

1. Andrea J Rutherford, Basic Communication Skills for Technology, Pearson Education
2. Sharon J. Gerson and Steven M. Gerson, Technical Writing Process and Product, Pearson Education.
3. Barry J. Rosenberg, Spring into Technical Writing, Pearson Education.
4. Charles W. Knisely & Karin I. Knisely, Engineering Communication, Cengage.
5. Meenakshi Raman & Sangeeta Sharma, Technical Communication, Oxford Publication.

L = Lecture, T = Tutorial, P = Practical, C = Credit

[^] this is not an exhaustive list

w.e.f. academic year 2022 - 23 and onwards