Course Syllabi: UHU003: Professional Communication (L : T : P :: 2 : 0 : 2)

1. **Course number and name**: UHU003: Professional Communication

2. **Credits and contact hours**: 3.0 and 4

3. **Text book, title, author, and year**

   Text Books / Reference Books
   - *Lesikar R.V and Flately M.E., Basic Business Communication Skills for the Empowering the Internet Generation. Tata McGraw Hill. New Delhi (2006).*
   - *Raman,M& Sharma, S.,Technical Communication Principles and Practice, Oxford University Press New Delhi.(2011).*
   - *Mukherjee H.S.,Business Communication-Connecting at Work,Oxford University Press New Delhi, (2013).*
   - *Butterfield, Jeff.,Soft Skills for everyone,Cengage Learning New Delhi,(2013).*
   - *Robbins, S.P., &Hunsaker, P.L.,Training in Interpersonal Skills,Prentice Hall of India New Delhi,(2008).*
   - *DiSianza,J.J&Legge,N.J.,Business and PrfofessionalCommunication,Pearson Education India New Delhi,(2009).*

        a. Other supplemental materials
           - Nil

4. **Specific course information**
    a. Brief description of the content of the course (catalog description)
    Effective Communication: Meaning, Barriers, Types of Communication and Essentials Interpersonal Communication Skills.
    Effective Spoken Communication: Understanding essentials of spoken communication, Public speaking, Discussion techniques, Presentation strategies.
    Effective Professional and Technical writing: Paragraph development, Forms of writing, Abstraction and Summarization of a text; Technicalities of letter writing, internal and external organizational communication. Technical reports, proposals and papers.
    Effective Non-verbal communication: Knowledge and adoption of the right non-verbal cues of body language, interpretation of the body language in professional context. Understanding Proxemics and other forms of Non-verbal communication.
    Communicating for Employment: Designing Effective Job application letter and resumes; Success strategies for Group discussions and Interviews.
    Communication Networks in organizations: Types, barriers and overcoming the barriers.

   Laboratory Work:
   - Needs-assessment of spoken and written communication and feedback.
   - Training for Group Discussions through simulations and role plays.
   - Training for effective presentations.
   - Project based team presentations.
   - Proposals and papers-review and suggestions.

   Minor Project (if any):
   Team projects on technical report writing and presentations.

5. Specific goals for the course

After the completion of the course, the students will be able to:

- Understand and appreciate the need of communication training.
- Use different strategies of effective communication.
- Select the most appropriate mode of communication for a given situation.
- Speak assertively and effectively.
- Correspond effectively through different modes of written communication.
- Write effective reports, proposals and papers.
- Present himself/ herself professionally through effective resumes and interviews.

6. Brief list of topics to be covered

- Effective Communication
- Effective Spoken Communication
- Effective Professional and Technical Writing
- Effective Non-Verbal Communication
- Communicating for Employment
- Communication Networks in Organizations