INTERDISCIPLINARY COURSE

ENGL1031: Communication Skills
[3 Cr, Full Marks: 50 (Theory: 40 + IA: 10), LH: 45 hrs]

COURSE OBJECTIVES:

The course aims to enable students to develop and improve skills for the effective use of English in communication. Students will be taught the skills of listening to and comprehending spoken English; the essentials of using English in speech on a variety of occasions; and the skills of writing English for diverse purposes.

Introduction to Communication Skills

Listening (LH: 10)
listening to casual conversations; listening to lectures; listening to instructions; listening to theatrical or movie dialogues; listening to news bulletins

Speaking (LH: 10)
speaking during casual conversations; speaking to a gathering; delivering a formal speech; offering instructions / advice; speaking as a presenter on television and radio; speaking during group discussions; speaking while facing an interview board

Reading (LH: 10)
reading for pleasure; reading for examinations; reading for research; reading in a group; reading newspapers

Writing (LH: 15)
writing formal letters; writing emails; writing messages on social media; writing for popular magazines; report writing for newspapers; feature writing for newspapers; writing a resume, writing applications for jobs, writing memos

COURSE OUTCOME:

Students opting for this interdisciplinary course are expected to develop skills of communication in English so that they may display adequate language competence with regard to English whenever occasions demand.

INTERDISCIPLINARY COURSE

ENGL2031: Technical Writing
[3 Cr, Full Marks: 50 (Theory: 40 + IA: 10), LH: 45 hrs]

COURSE OBJECTIVE:

Technical writing is a necessary requirement in many professions, and this course is designed to make students aware of the various forms of such writing. The objective is to equip students to face the challenges of technical writing in professional life.

Introducing Technical Writing (LH: 15)
What is technical writing?
Difference between technical writing and other forms of writing
Roles and responsibilities of technical writers
Qualities and qualifications of technical writers

Forms and Styles of Technical Writing (LH: 30)
Styles in technical writing
Forms of discourse, audience analysis, persuasion
Grammar in technical writing, revising a written document
Clarity, precision, coherence and logic in technical writing
Collecting notes, writing summaries and drafts, writing minutes and resolutions of meeting
Designing and reviewing documents
Document formats, differences between hard and soft copy versions
Web content writing
Collaborative writing
Professional Ethics, plagiarism, and copyright

COURSE OUTCOME:

It is expected that students emerging from this course will be capable of handling the demands and challenges of technical writing in the course of their professional careers in government and private sectors as well as in transactions of business.