

Class: S.E. (Electronics & Telecommunication Engg.)

Semester-III

Subject: -Presentation and Communication Techniques

Periods per week	Lecture	2	
	Practical	2	
01 Period of 60 min	Tutorial	-	
		Hours	Marks
Evaluation System	Theory Examination	--	--
	Practical Examination	--	--
	Oral Examination	-	--
	Term Work	-	50
	Total		50

- 1. Communication in a Business Organization: 06**
Internal & External Communication, Types of meetings, strategies for conducting successful business meetings, documentation (notice, agenda minutes, resolution) of meetings. Introduction to modern communication techniques (for e.g. e-mail, internet, video conferencing etc), Legal & ethical issues in communication (intellectual property rights, patents TRIPS, Geographical indications)
- 2. Advanced Technical Writing: 08**
 - a. Report – Writing :** Definition and importance of reports. Qualities of Reports, language and style in reports, type of reports, formats (letter, memo, project-reports), methods of compiling data for preparing report.
 - b. Technical Paper Writing, Writing business Proposals.**
- 3. Interpersonal Skills: 04**
Introduction to emotional intelligence, Motivation, Negotiation and conflict-resolution Assertiveness, Team-building, Decision-making, Time-management, persuasion.
- 4. Presentation Skills: 04**
Elements of an effective presentation, Structure of a presentation, Presentation tools, Audience analysis, Language Articulation, Good pronunciation, Voice quality, Modulation, Accent and Intonation.
- 5. Career Skills: 04**
Preparing resumes and cover letters. Types of Resumes, Interview techniques: Preparing for job interviews, facing an interview verbal and non-verbal communication during interviews, observation sessions and role-play techniques to be used to demonstrate interview strategies (mock interviews)

6. Group discussion:**04**

Group discussions as part of selection process, Structure of a group discussion, Dynamics of Group Behavior, Techniques for effective participation, Team work and use of body language.

Term Work: Part-I (25 Marks):**Assignments:**

2 assignments on Communication topics

3 assignments on Report writing

3 assignments on Interpersonal Skills

2 assignments on career skills

At least one class test (written)

Assignment : 10 marks

Written Test : 10 marks

Attendance (Theory and Practical) : 05 marks

Term Work : Part-II (25 Marks): Presentation:

Distribution of term work marks will be as follows:

Project report presentation: 15 marks

Group discussion: 10 marks

The final certification and acceptance of term-work ensures the satisfactory performance of laboratory work and minimum passing in the term-work.

Books recommended:

1. Fred Luthans: Organizational behavior, McGraw Hill
2. Lesikar and Petit, Report writing for business, Tata McGraw Hill
3. Huckin & Olsen, Technical writing and professional communication, McGraw Hill
4. Wallace & Masters, Personal development for Life & work, Thomson Learning.
5. Heta Murphy, Effective Business Communication, McGraw Hill
6. Raman and Sharma, Report Writing.