

COMMUNICATION SKILLS AND REPORT WRITING (EN-201)

Pre-requisite: None

Credit Hours: 02

Contact Hours: 32

RECOMMENDED BOOK(S)

Grammar J. Thomson and A. V. Martinet, Practical English Grammar. Exercises

Third edition. Oxford University Press 1986. ISBN 019431350

Writing Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet, Writing.

Intermediate. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 019 435405 7 Pages 45-53 (note taking).

REFERENCE BOOK(S)

Rob Nolasco, Writing. Upper-Intermediate. Oxford Supplementary

Skills. Fourth Impression 1992 ISBN 0194354065 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).

COURSE OBJECTIVES

Developing technical documents, writing reports of various types, and contributing to the existing stock of knowledge through writing research articles are the tasks which can be the writing-related assignments of any engineering professional. This course of English-III is designed to ensure that the students are able to learn all the intricacies of the aforementioned technical as well as academic writing, to be used in their professional life. It aims at making the students learn all the basics of writing technical reports and research articles. At the end of the course, the students will be able to • Know the importance, purpose and characteristics of technical writing • Have knowledge of the basics of academic writing • Learn in-text citation methods, footnotes, endnotes and bibliography • Differentiate between technical writing and academic writing • Write proposal for a research article • Know the style, content, language, form, clarity and consistency in technical

S. No.	CLO/PLOS MAPPING	DOMAIN	PLO
1	Explain academic writing and classify between in-text citation methods, footnotes, endnotes, references and bibliography.	C2	10
2	Describe the style, content, language, form, clarity and consistency in technical and academic writing by analyzing user manuals, research proposals, technical papers, and project reports	C3	10

3	Be aware of the common mistakes in PowerPoint presentations, learn presentation rules, and develop sound presentation skills.	A1	10
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COURSE CONTENTS

Knowledge Area / Sub Area: Humanities/English–II

Specific Objective:

To enable the students to meet their real life communication needs

Paragraph writing:Practice in writing a good, unified and coherent paragraph

Essay writing:Introduction

CV and job application

Translation skills:Urdu to English

Study skills: Skimming and scanning, intensive and extensive, and speed reading, summary and précis writing and comprehension

Academic skills: Letter/memo writing and minutes of the meeting, use of library and internet recourse.

Presentation skills:Personality development (emphasis on content, style and pronunciation)