Effective Professional Communication

Course Code: LN403 (w.e.f. Session 2015-2016) L T P 2 1 0

UNIT – I: FUNCTIONAL SKILLS IN LANGUAGE (6 hours)

Articles, Preposition, Degree of Comparison, Verbs: Its Kinds & Uses, Tenses, Subject-Verb Agreement, Question-framing, Syllable, Stress & Intonation

UNIT – II: ESSAYS (6 hours)

Bertrand Russell – The Effect of the Scientific Temper on Man
Aldous Huxley – The Language of Literature and Science
Moody E. Prior – The Aims of Science and the Humanities

UNIT – III: LANGUAGE & TECHNOLOGY (6 hours)

Technology & Communication
Web Pages & Writing for the Web
Graphics: Tables, Charts, Drawings

UNIT – IV: ORAL PRESENTATION & SHORT DISSERTATION (6 hours)

Basic Structure of a Dissertation
How to write a dissertation
Preparation for Presentation
Two Oral Presentations
Books Recommended:

6. Arora, V. N. & Chandra, Lakshmi. *Improve Your Writing: From Comprehensive to Effective Writing*, Oxford University Press-2010 (For the prescribed essays- “The Effect of the Scientific Temper on Man” by Bertrand Russell &“The Aims of Science and Humanities” by Moody E. Prior)