TEC1101 Communication Skills

Period per Week			Contact Hour per Semester	Weighted Total Mark	Weighted Exam Mark	Weighted Continuous Assessment Mark	Credit Units
LH	PH	TH	CH	WTM	WEM	WCM	CU
30	00	30	45	100	60	40	3

Rationale

The applications of engineering occur in society, as thus effective communication to varied audiences and clientele is a key virtue a computer engineer must possess. Communication is a tool through which work gets done, ideas get sold and defended. This course introduces to the students principles of organization, development, and writing of technical documents; and instils in them skills of listening, speaking and interaction.

Objective

- To develop the skills of reading, listening, speaking and interaction
- To cultivate technical writing and documentation skills
- To enhance the student's public and formal presentation skills

Course Content

1. ***Interpersonal Skills***
   - Reading both individual and public
   - Listening Skills
   - Speaking, Interaction, and Conversational Skills
   - The Concept Team Work
   - Inter-Office and Intra-Office Communication
   - Conduct of Discussions and Dynamics of Meetings
2. ***Writing and Documentation Skills***
   - Note-taking
   - Writing Minutes
   - Writing Notice of Meeting and Agenda
   - Preparing Formal Documents (Resume, Application Letters, Acceptance Letters, Resignation Letters, Memos, Circulars, Responses, Letters of Introduction etc)
   - Development of Technical and Academic Documents(Theses, Proposals,

Dissertations, Laboratory Reports, Papers, Articles, Abstracts)

3. Oral Presentation Principles

- Visual and Computer-assisted presentation
- Analysis and Design of Web Presentation
- Choice and use of appropriate presentation tools
- Organising and presenting effective talk

Learning Outcomes

Upon completion of this course, the student should be able to:

- Exhibit effective skills in reading, listening, speaking and interaction
- Prepare technical and academic documents
- Effectively deliver Public and Formal Oral Presentations using appropriate Visual and Computer aids

Recommended and Reference Books

[1] Ros Jay, *How to Write Proposals & Reports that Get Results*, Pearson-Prentice Hall, 2003

[2] N. A. Saleemi, *Business Communication and Report Writing Simplified*, 1st ed., N. A. Saleemi Publishers, 1997