HM 502- Communication Skills and Technical Writing (3-0-0-3)

Instructors: Bharani Kollipara and Shweta Garg

Category: Core

Prerequisites: None

Course Description:

This course is designed to help graduate level students with their academic writing and verbal communication. The general approach is communicative and rhetorical; that is, it focuses on impressing upon the students the significance of formal writing and effective self-presentation. The course is as much concerned with developing a good sense for balanced academic writing as it is with improving communicative abilities. The tasks, activities, and discussions would be richly varied, ranging from small-scale language points (speech and grammar) to studying the register and discourse of a selected text.

Course Content:

- Approaches to Writing
  - Style and formal grammar—audience—presentation—organization
  - Functions of rhetoric
- General and Specific Texts
  - Definitions—comparative and contrastive definitions—generalizations—extended definitions—capsule biographies
- Problem-Solution Texts
  - Structure—organization—variations—problem statements—grammar focus
- Data Commentary
  - Interpreting statistical data, graphs—presenting chronological data—commentary
- Writing Summaries
  - Varieties of summaries—Notes on plagiarism
- Writing Critiques and Arguments
  - Types of argument—structure—critical assessment of data and arguments
  - Evaluative language
- Writing a Research Paper
  - Overview—writing introductions—methods—presenting results—citation—literature review
- Everyday communication and Self Presentation
  - Writing emails—writing memoirs—dealing with questions—other forms of communication—
• Group Discussion
• Presentation Skills
  o Planning-structure-execution-rhetoric

Suggested Texts:
• Hedge, Tricia. Writing
• Swales, John and Christine Feak. Academic Writing for Graduate Students
• Rimes, Ann. Techniques in Teaching Writing
• Taylor, Gordon. A Student's Writing Guide: How to Plan and Write Successful Essays
• Business Communication (Harvard Business Essentials)

Grading Policy
• In Sem Exams: 40%
• End Sem Exam: 30%
• Viva/Project: 30%