

H101: Communication Skills

Human Communication (Theoretical perspective):

Its uniqueness, its nature, models of communication. Language, non-verbal communication, logic and reasoning, lateral thinking. Self-communication, interpersonal communication, dyadic communication, small group communication.

Public communication. Mass Communication. Reliability of communication.

Input and Evaluation Processes (Practice): Listening (process, comprehension, evaluation). Reading (process, comprehension, evaluation). Watching (process, comprehension, evaluation).

Output and Interaction Processes (Practice): Speech (conversation, interview, group discussion, public speech). Writing (spontaneous writing, guided writing, creative writing). Organizing ideas (noting, summary, flow charts, concept maps). Correspondence (personal, business)

Science / Scientific Writing (Theory and practice): Goals and Objectives. Ethics in writing. Structure of documents. Language and grammar. Illustrations and aids. Writing proposals and instructions. Making presentations. Formatting documents. Drafts and revisions. Editing. Writing popular science / journal article.

Suggested Texts and References:

1. Communicating a social and career focus, K. M. Berko, Andrew D. Wolvyn and Darlyn R. Wolvyn, Houghton Mifflin Co., Boston, 1977.
2. The Craft of Scientific Writing (3rd Edition), Michael Alley, Springer, New York, 1996.
3. Science and Technical Writing – A Manual of Style (2nd Edition), Philip Reubens (General editor), Routledge, New York, 2001.
4. Writing Remedies – Practical Exercises for Technical Writing Edmond H. Weiss, Universities Press (India) Ltd., Hyderabad, 2000.
5. Effective Technical Communication, M. Ashraf Rizvi, Tata Mc Graw – Hill, New Delhi, 2005.