

**Shantilal Shah Engineering College, Bhavnagar**

**General Department**

**B.E. Sem.3 (all branches)**

**Subject: Effective Technical Communication**

**Syllabus for PAT – September – 2019**

**Unit – 1: Dynamics of Communication**

- Definition and Process of Communication
- Non-verbal Communication
- Terms : Kinesics, Proxemics, Paralinguistic Features, Chronemics
- Importance of Interpersonal and Intercultural Communication in Today's Organization

**Unit – 2: Technical Writing**

- Technical Report Writing
- Business Letters

**Unit – 3: Technical Communication**

- Presentation Strategies
- Interview Skills

**Concerned Faculty:**

Prof. D.N. Vaishnav

Prof. D.B. Rangani

*DNV*  
26/8/2019