

**Shantilal Shah Engineering College, Bhavnagar**

**General Department**

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

**Subject: Effective Technical Communication**

**Syllabus for PAT\_DtoD students – December – 2020**

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
- Technical Proposal Writing
- Technical Description
- Business Letters
- Agenda & Minutes of Meeting
- Resume Writing

Unit – 3: Technical Communication

- Public Speaking
- Group Discussion
- Presentation Strategies
- Interview Skills
- Negotiation Skills
- Creative and Critical Thinking

Prof. D.N. Vaishnav

Subject Coordinator, ETC