NOTICE

03/09/2024

This is to inform all students that **PAT exam** for Semester-3, for the subject Effective Technical Communication is scheduled on **21ˢᵗ September, 2024** from **11.30am to 12.45pm**.

This exam will be of **30 marks** and all descriptive questions. Time duration for the exam will be one hour and 15 minutes.

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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

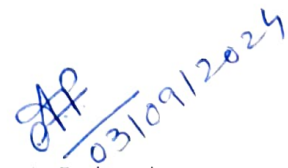Unit – 3: Technical Communication

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

Unit – 6: Self-assessment and Development
- Change, Grow, Persist, Prioritize, Read, Learn, Listen, Record, Remember, Asses, Think, Communicate, Relate, Dream

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