

AGM3203 Communication Skills

Level	3
Course Code	AGM3203
Course Title	Communication Skills
Credit value	2
Core/Optional	Core (for all specializations)
Course Aim/s	To enhance reading, writing and presentation skills for effective communication
Course Learning Outcomes (CLO):	<p>After completion of this course student will be able to:</p> <p>CLO1: Communicate technical and engineering issues effectively with professional groups and the society at large [PO1] [PO2] [PO 9] [PO 10] [PO11]</p> <p>CLO2: Collect, process and interpret information and data relevant for a particular application [PO1] [PO2] [PO5] [PO 9] [PO 10] [PO11].</p> <p>CLO3: Summarize and present relevant aspects of scientific/ technical project proposals or project reports useful for a particular application [PO1] [PO2] [PO3] [PO 9] [PO 10] [PO11].</p>
Content (Main topics, sub topics)	<p>Outline Syllabus:</p> <p>Unit 1: Work related communication Session 1: Introduction to communication Session 2: Face-to-face-conversations and Telephone conversations Session 3: Business / official letters Session 4: Organizing meetings and taking minutes Session 5: CV and cover letter Session 6: e -Communication & Social Media Session 7: Ethics in Communication</p> <p>Unit 2 : Developing Reading and Writing Skills Session 08: Reading efficiently Session 09: Writing project Proposals Session 10: Writing effective technical reports</p>
	<p>Unit 3 : Data Gathering Interpretation Session 11: Identifying engineering and scientific issues Session 12: Data gathering techniques Session 13: Interpretation of data /findings</p> <p>Unit 4 : Presentation Skills Session 14: Planning and structuring a presentation Session 15: Making effective presentations and public speaking</p> <p>Laboratory Work (Workshops):</p> <ol style="list-style-type: none"> 1. How to write a project proposal 2. Scientific report writing 3. How to make an effective presentation

