

English Language and Communication

Code: **HU201**

CONTACTS: 3L + 1 T

CREDITS: 4

This should cover general and technical writing, oral communications and listening skills: letter writing, technical report writing, and business communication.

Expression: Practical communication skill development, business presentation with multimedia, speaking skill, prepared speech, extempore speech

Reading skill: comprehension test

Writing skill: precise, technical/business letter, organisation of writing material, poster presentation, writing technical document, preparing software user manual, necessary part required to prepare a project documentation

Details in business communication – Introduction, Meaning of communication, Role of communication in Business, Basic elements of the communication process, level of communication, forms, models and media of communication, verbal and non-verbal communication – functions and types. Barriers of effective communication.