

Approval: OTA in 2nd Convocation Meeting

Course Name: Technical communication
Course Code: HS-101
Credit: 3

Course Outline:

- Nature and process of Communication
- Barriers to effective communication
- Non-Verbal Communication
- Job application & CV/Biodata/Resume
- Group Discussion
- Technical Style
- Technical Report
- Oral Presentation
- How to face Job interviews
- Business letters
- Difference between British & American English