

University of Mumbai				
Class: S.E.		Branch: Computer Engineering	Semester: III	
Subject: Presentation and Communication Techniques (Abbreviated as PCT)				
Periods per Week (each 60 min.)	Lecture		02	
	Practical		02	
	Tutorial		---	
		Hours	Marks	
Evaluation System	Theory		-	-
	Practical & Oral		-	-
	Oral		-	-
	Term Work		-	50
	Total		-	50

Module	Contents	Hours
1.	Communication in a business organization: Internal and external communication, Types of meetings, strategies for conducting successful business meetings, documentation (notice, agenda, minutes, resolution) of meetings. Introduction to modern communication techniques. (e-mail, internet, video-conferencing etc.) Legal and ethical issues in communication (Intellectual property rights: patents, TRIPS, Geographical indications).	05
2.	Advanced technical writing: Report writing: Definition and importance of reports, qualities of reports, language and style in reports, types of reports, formats (letter, memo, project-reports). Methods of compiling data for preparing report. A computer-aided presentation of a technical project report based on survey-based or reference based topic. The topics are to be assigned to a group of 8-10 students. The written report should not exceed 20 printed pages. Technical paper-writing, Writing business proposals.	07
3.	Interpersonal Skills: Introduction to emotional interlligence, motivation, Negotiation and conflict resolution, Assertiveness, team-building, decision-making, time-management, persuasion	03
4.	Presentation Skills: Elements of an effective presentation, Structure of a presentation, Presentation tools, Audience analysis, Language:Articulation, Good pronunciation, Voice quality, Modulation, Accent and intonation.	03

5.	Career skills: Preparing resumes and cover letters Types of Resumes, Interview Techniques. Preparing for job interviews, facing an interview, verbal and non-verbal communication during interviews. Observation sessions and role-play techniques to be used to demonstrate interview strategies (mock interviews).	03
6.	Group discussion: Group discussions as part of selection process. Structure of a group discussion, Dynamics of group behavior, techniques for effective participation, Team work and use of body language	03

TERM WORK:

Part-I (25 Marks): Assignments:

- Two assignments on communication topics
- Three assignments on report-writing
- Three assignments on interpersonal skills
- Two assignments on career skills
- At least one class test (written)
- Distribution of term work marks will be as follows
- Assignments : 10 marks
- Written test : 10 marks
- Attendance : 05 marks

Part-II (25 Marks): Presentation

Distribution of term work marks will be as follows:

- Project Report presentation : 15 marks
- Group discussion : 10 marks

The final Certification and acceptance of term work ensures the satisfactory performance of laborator work and minimum passing in the term-work..

Text books:

1. Lesikar and Petit, Report writing for business, Tata McGraw Hill.
2. Raman and Sangeeta Sharma, Technical communication, Oxford University Press, New Delhi.

Reference Books:

1. Wallace & Masters, Personal development for Life and work, Thomson Larning.
2. Heta Murphy, Effective Business Communications, McGraw Hill.
3. Huckin & Olsen, Technical Writing and professional communication, McGraww Hill.
4. Fred Luthans, Organizational behavior, McGraw Hill.