

**Report Writing and Presentation Skills (HM-213) Spring 2022**

Resource Person: Rao Jaleel Ahmed

Course Objectives

By the end of the course students should be able to:

* Communicate effectively both verbally and non-verbally
* Apply the requisite academic communication skills in their essay writing and other forms of academic writing
* Demonstrate understanding of the generic fundamentals of communication
* Use various computer-mediated communication platforms in their academic and professional work
* Relate to the interpersonal and organizational dynamics that affect effective communication in organizations.

**Methodology**

Mini-lectures, dyad/group discussions, sharing of ideas, workshops, and class activities are the training methods in this course. Interactive and participatory methods will be used to teach the course. The course will culminate with an oral presentation from each of the participants.

**Essential Reading**

Watson, G., & Reissner, S. (Eds.). (2014). *Developing skills for business leadership*. Kogan Page Publishers.

Bovée, C. L., Thill, J. V., & Raina, R. L. (2016). *Business communication today*. Pearson Education India.

Miller, K. J., & Bernhard, B. A. (2014). Developing and Delivering Presentations: Skills for Faculty

and Trainees.

**For this Course no one book fulfils the needs. Articles relevant to specific topics will be frequently shared.**

**Assessment:**

**Quizzes 10 marks**

**Class Activities 10**

**Attendance 05**

**Assignment 05**

**Mid Term 15**

**Project 10**

**Viva 05**

**End Term Exam 40**

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|  | **Sessions** | **Topic** |
|  | 1&2 | Understanding Communication Process   * Understanding the purpose of Communication * Analyze the Audience * Writing with a Purpose |
|  | 3&4 | Oral and Written Communication  7 C’s of Effective Communication  Process Writing: Brainstorming- Introducing-outlining |
|  | 5&6 | Types of writing: Expressive; informative; analytical; persuasive  Pre-writing: wh-questions; topic selection; gathering information; choosing a form; making a plan for documentation  (workshop mode) |
|  | 7&8 | Determining Tone; Point of view; Narrowing down the topic; Brainstorming; clustering and concept mapping; outlining’ free writing; self-addressed questions **Assignment** |
|  | 9&10 | Paragraph writing: topic sentence (topic and theme)  Unity; support; coherence; transitions  (workshop mode) |
|  | 11&12 | **Writing a first draft: intro; body; conclusion**  (workshop mode) |
| 13&14 | Literature Review; Methodology; Findings; Recommendations |
|  | 15&16 | Revising and Editing(workshop mode) |
| 17&18 | How to make effective presentations |
| 19&20 | Information Transfer  In this lecture, participants will learn  how to construct: Tables, Diagrams. Bar graphs, Flow charts etc. |
| 21&22 | Report Writing: Informational, Persuasive, Analytical |
|  | 23&24 | * Body of report  1. Introduction 2. Body of the Report 3. Conclusion  * Supplementary Parts  1. Appendix 2. Bibliography |
| 25&26 | * Communication within an Organisation |
|  | 27&28 | C V writing and giving effective Interviews |
| 29&30 | Viva |