

Second year of Five Years integrated M. Sc. (Physics)

M.Sc. II, Semester-IV

MG 202 :

Communication Skills –II

L	T	P	C
2	1	0	3

Section 1.

WRITING AND READING SKILLS

(15 Hours)

• **TECHNICAL COMMUNICATION PRINCIPLES AND PRACTICES.**

• **Technical Proposal**

- Definition & Purposes
- Key factors
- Types
- Elements & Structure
- Style & Layout
- Evaluation.

• **Note Making**

- Mechanics of Note making
- Reading Strategy
- Note- Writing Techniques
- Topical sing
- Schematizing
- Reducing Devices
- Organization Techniques

• **Research Papers / Articles / Dissertation / Thesis**

Research paper

- Characteristics components

Articles

- Nature and Significance of Technical Articles
- Types of Technical Articles, Journal Articles & Conference papers
- Elements of Technical Articles
- Writing Strategies

Dissertation

- Essential feature,
- Action plan,
- Choosing the subject,
- Structure

Thesis

- Outline
- Organization
- Time Table
- Iteration
- Style
- Presentation
- Structure

Section 2.

DISCOURSE ANALYSIS: A LITERARY PIECE OF WORK

(15 Hours)

TUGHLAQ by Girish Karnard

(Total Contact Time (Theory): 30 Hours)

BOOKS RECOMMENDED:

1. **Lesikar, Raymond V. and Flatley, Marie E.**, *Basic Business Communication skills for Empowering the Internet generation*, Tata McGraw Hill publishing company limited. New Delhi 2005
2. **Riordan, Daniel G. and Pauley, Steven E.**, *Technical Report Writing Today*, Biz tantra. New Delhi. 2006.
3. **Rizvi, M. A.**, *Effective Technical Communication*, The McGraw Hill New Delhi, 2005
4. **Raman, Meenakshi and Sharma, Sangeetha**, *Technical Communication Principles and Practices*, Oxford University Press, New Delhi, 2008.
5. **Karnard, Girish**, *Tughlaq*, Oxford University Press, New Delhi, 2007.