

**Course Title: Communication Skills I**

**Course Code: ENGT 101**

**Credit Hours: 2**

**Course Description:**

The course is to acquaint students with basic principles and modes of professional communication and enhance students' competence in critical and creative thinking.

**Course Contents:**

**Unit 1: Communication Practices**

- Preparing a journal: Bloom's Taxonomy at work
- Technical Writing: Traits, organization, *Process*: prewriting (purpose, goal, audience, data, outline) writing (organization, formatting), rewriting (review, editing and enhancement); the process in practice
- Correspondences [lab practice included]
  - *Memos*: purpose, types and criteria for writing
  - *Emails*: challenges, authenticity and criteria for writing
  - *Letters*: components, formats (full-block, modified block, simplified); types (cover, inquiry, good-news, bad-news, complaint, adjustment, sales, job application)
- Oral communication:
  - Presentation: parts of a formal oral presentation (introduction, discussion, conclusion), oral presentation practices
  - Seminars and group discussions: research and sessions

**Unit 2: Critical and Creative Thinking**

Essentials of Critical Thinking

*Main Readings*

- Huxley, "We Are All Scientists"
- "The Sword of Damocles"
- Feynman and Leighton, "Surely You're Joking Mr. Feynmann"
- Palacio, "The Good Example"
- Gore, "TV Can Be a Good Parent"
- Ramachandran, "The Making of a Scientist"
- Tagore, "The Cabuliwallah"
- Paudyal, "The Parrot in the Cage"

**References:**

1. Gerson, Sharon, and Steven Gerson, *Technical Communication: Process and Product*, 8<sup>th</sup> edition, Pearson Education, New Delhi, 2014
2. Nissani, M. & Lohani, S., *Flax-Golden Tales*, Larger Edition, Ekta Books, Kathmandu, 2008