**COURSE CODE : HS1C04**

**COURSE TITLE** : **PRESENTATION SKILLS**

**UNIVERSITY : DIBRUGARH UNIVERSITY**

**SEMESTER : SECOND SEMESTER**

**CREDIT : 02**

**L:T:P : 1:2:0**

**End sem. Examination for this course will carry 50 marks**

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| Module | Details of module | No. of Lectures |
| 1 | ***Communication and personality development*** covering Psychological aspects of communication, audience analysis, types of audience, importance of audience analysis, analyzing individual and members of groups, adapting message to audience. | 4 |
| 2 | ***Carrier Oriental Communication*** covering Resume and bio-data: Design and style; Applying for a job: Language and format of job application. Job Interviews: purpose and process; Group discussion: structure and process; Techniques of effective participation in group discussion; Model group discussion through the choice of appropriate programmes. | 4 |
| 3 | ***Professional speakingandAdvanced Techniques in Technical Communication*** covering Elements of effective presentation; Connecting with audience during presentation; Planning and preparation a model presentation.Power-point presentation; Seminar Preparation; Professional interaction. | 5 |

***Text/Reference books:***

1. Fred Luthans, *Organizational Behaviour,* McGraw Hill

2. Lesikar and petit, *Report writing for Business*

3. M. Ashraf Rizvi, *Effective Technical Communication*, McGraw Hill

4. Wallace and masters, *Personal Development for Life and Work*, Thomson Learning

5. Hartman Lemay, *Presentation Success*, Thomson Learning

6. Malcolm Goodale, *Professional Presentations*

7. Farhathullah, T. M. *Communication skills for Technical Students*

8. Michael Muckian, John Woods, *The Business letters Handbook*

9. Herta A. Murphy, *Effective Business Communication*

10. *MLA Handbook for Writers of Research Papers*