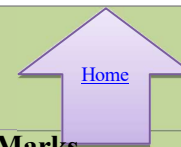


Savitribai Phule Pune University
Third Year of Computer Engineering (2019 Course)
310249: Seminar and Technical Communication



Teaching Scheme

Credit: **01**

Examination Scheme and Marks

Tutorial: **01 Hour/Week**Term Work: **50 Marks****Course Objectives:**

- To explore the basic principles of communication (verbal and non-verbal) and active, empathetic listening, speaking and writing techniques
- To explore the latest technologies
- To enhance the communication skills
- To develop problem analysis skills

Course Outcomes:

On completion of the course, learners will be able to

CO1: Analyze a latest topic of professional interest

CO2: Enhance technical writing skills

CO3: Identify an engineering problem, analyze it and propose a work plan to solve it

CO4: Communicate with professional technical presentation skills

Guidelines

- Each student will select a topic in the area of Computer Engineering and Technology preferably keeping track with recent technological trends and development beyond scope of syllabus avoiding repetition in consecutive years.
- The topic must be selected in consultation with the Institute guide.
- Each student will make a seminar presentation using audio/visual aids for a duration of 20-25 minutes and submit the seminar report prepared in Latex only.
- Active participation at classmate seminars is essential.
- BoS has circulated the Seminar Log book and it is recommended to use it.

Guidelines for Assessment

Panel of staff members along with a guide would be assessing the seminar work based on these parameters-Topic, Contents and Presentation, regularity, Punctuality and Timely Completion, Question and Answers, Report, Paper presentation/Publication, Attendance and Active Participation.

Recommended Format of the Seminar Report

- Title Page with Title of the topic, Name of the candidate with Exam Seat Number / Roll Number, Name of the Guide, Name of the Department, Institution and Year and University
- Seminar Approval Sheet/Certificate,
- Abstract and Keywords
- Acknowledgements
- Table of Contents, List of Figures, List of Tables and Nomenclature
- Chapters Covering topic of discussion- Introduction with section including organization of the report, Literature Survey/Details of design/technology/Analytical and/or experimental work, if any/,Discussions and Conclusions ,Bibliography/References
- Plagiarism Check report
- Report Documentation page

Reference Books :

1. Rebecca Stott, Cordelia Bryan, Tory Young, "Speaking Your Mind: Oral Presentation and Seminar Skills (Speak-Write Series)", Longman, ISBN-13: 978-0582382435
2. Johnson-Sheehan, Richard, "Technical Communication", Longman. ISBN 0-321-11764-6
3. Vikas Shirodka, "Fundamental skills for building Professionals", SPD, ISBN 978-93-5213-146-5