

## **0404200 Communications Skills**

(1 Credit hour, Prerequisite -)

Technical terms used in various engineering disciplines. Introduction to the science of technology. Enhancing reading, writing, listening and conversational skills. Technical writing and preparation of formal reports. The art of presentation of information. The role of engineer in society. Skills of managing meetings and writing of minutes. Skills of curriculum vitae (CV) writing. Skills of job application and interview behavior. Writing specifications, tendering, and tender evaluation for engineering equipment.