



**LLFA05-BLL-ENGL-1129/Advanced Professional Communication
Jindal School of Languages and Literature, Spring 2026**

Course Information:

JSLI Cross-elective

Course Duration: 15 weeks

Credits: 4

Location: T4-119

Class Timings: Wednesdays 5:40-7:40 PM and Fridays 7:50-9:50 PM

Instructor Information:

Instructor: TBD

Course Description:

Advanced Professional Communication equips students with advanced reading, writing, and oral-presentation skills required for effective interaction in contemporary professional environments. Building on foundational communication principles, the course develops learners' ability to select appropriate style, format, and tone for a wide range of business, workplace and academic documents; analyse audience needs across cultural and organisational contexts; and craft persuasive, clear, and ethically responsible messages. Emphasis is placed on multimodal communication (written, spoken, visual), collaborative and digital practices, critical thinking, and evidence-based decision-making. Through practical assignments, simulations, and reflective work, students will learn to apply critical thinking and writing skills to real-world scenarios, developing the ability to analyze communication challenges, craft clear and concise messages, and adapt their communication style for different cultural and organizational contexts.

Learning Outcomes:

- Produce professional business documents with appropriate tone, format, and structure
- Conduct audience analysis and adapt communication strategies accordingly
- Deliver confident, well-organized oral presentations and reports
- Navigate social, cultural, and workplace communication dynamics
- Apply critical thinking to solve professional communication challenges
- Demonstrate ethical and effective communication in employment contexts

Indicative List of Learning Resources:

Ashman, Melissa et.al. Advanced Professional Communication: A Principled Approach to Workplace Writing. London, Ontario: eCampus Pressbooks, 2021.

Online Resources: Purdue Online Writing Lab <<https://owl.purdue.edu/owl/>>

Prerequisites: None

Scheme of Evaluation and Grading: The course will be work-shop based and follow a continuous assessment pattern.