

CC-M5 (V) (Theory)**Session: 2024-2025****Part A – Introduction**

Subject/Course	Actuarial Science
Semester	V
Name of the Course	Actuarial Communication & Professional Skills
Course Code	24UN-ASC-504
Course Type	CC-M5 (V)
Level of the Course	200-299
Pre-requisite for the course (if any)	----
Nature	Skill-based / Application-oriented
Course Learning Outcomes (CLOs)	After completing this course, the learner will be able to: 1. Develop effective written and oral communication skills required in actuarial and financial professions. 2. Communicate technical information to both technical and non-technical audiences. 3. Develop professional presentation, report-writing and analytical communication skills. 4. Describe professionalism, ethics and workplace behaviour.

Credits	Theory	Tutorial/Practical	Total
	2	0	2
Internal Assessment Marks	15		15
End Term Examination Marks	35		35
Examination Time	3 Hours		
Max. Marks: 50			

Part B – Contents of the Course**Instructions for Paper-Setter**

Note: The examiner will set 9 questions asking two questions from each unit and one compulsory question by taking course learning outcomes (CLOs) into consideration. The compulsory question (Question No. 1) will contain 7 questions covering entire syllabus. The examinee will be required to attempt 5 questions, selecting one question from each unit including the compulsory question.

Unit	Topics	Contact Hours
I	Professional Communication: Principles of effective communication; verbal and non-verbal communication; formal and informal communication; professional etiquette; active listening; telephone and virtual communication.	08
II	Professional and Business Writing: Professional email writing; business correspondence; report writing; executive summaries; business proposals; writing analytical notes.	08
III	Analytical and Quantitative Communication: Writing conclusions and recommendations; presenting statistical information; tables and charts; graphs; communicating quantitative information clearly; communicating uncertainty and risk.	07
IV	Actuarial Professionalism and Ethics: Role of an actuary; professional responsibilities; integrity and objectivity; confidentiality; conflict of interest; professional judgment; communicating with clients and stakeholders; ethical decision-making; professional conduct in the workplace.	07