BENG102P		Technical Report Writing	L	T	P	C
			0	0	2	1
Pre-requisite	Technical English Communication		**Syllabus version**			
			1.0			

Course Objectives:

1. To augment specific writing skills for preparing technical reports

2. To think critically, evaluate, analyse general and complex technical information

3. To acquire proficiency in writing and presenting reports

Course Outcomes:

1.Write error free sentences using appropriate grammar, vocabulary and style

2. Synthesize information and concepts in preparing reports

3. Demonstrate the ability to write and present reports on diverse topics

Indicative Experiments	
1.	**Advanced Grammar, Vocabulary and Editing** Usage of Tenses - Adjectives and Adverbs - Jargon vs Technical Vocabulary – Abbreviations - Mechanics of Editing: Punctuation and Proof Reading **Activity:** Worksheets
2.	**Research and Analyses** Synchronise Technical Details from Newspapers - Magazines - Articles and e-content **Activity**: Writing introduction and literature review
3.	**Systematisation of Information** Techniques to Converge Objective-Oriented data in Diverse Technical Reports **Activity:** Preparing Questionnaire
4.	**Data Visualisation** Interpreting Data - Graphs - Tables – Charts - Imagery - Infographics **Activity:** Transcoding
5.	**Introduction to Reports** Meaning - Definition - Purpose - Characteristics and Types of Reports **Activity:** Worksheets on Types of reports
6.	**Structure of Reports** Title – Preface – Acknowledgement - Abstract/Summary – Introduction - Materials and Methods – Results – Discussion - Conclusion - Suggestions/Recommendations **Activity:** Identifying the structure of report
7.	**Report Writing** Data Collection - Draft an Outline and Organize Information **Activity:** Drafting reports
8.	**Supplementary Texts** Appendix – Index – Glossary – References – Bibliography - Notes **Activity:** Organizing supplementary texts
9.	**Review of Final Reports** Structure – Content – Style - Layout and Referencing **Activity:** Examining clarity and coherence in final reports
10.	**Presentation** Presenting Technical Reports **Activity:** Planning, creating and digital presentation of reports
Total Laboratory Hours	**30 hours**
Mode of assessment: Continuous Assessment / FAT / Assignments / Quiz / Presentations / Oral examination	
Recommended by Board of Studies	28.06.2021
Approved by Academic Council	No. 63	Date	23.09.2021