



**FIRST SEMESTER 2020-2021**

**Course Handout Part II**

Date: 17/08/2020

In addition to part I (General Handout for all courses appended to the time table) this portion gives further specific details regarding the course.

**Course No** : BITS F112  
**Course Title** : Technical Report Writing  
**Instructor-in-charge** : Shilpaa Anand  
**Co-instructors** : Anhiti Patnaik and Santosh Mahapatra

**Scope and Objective of the Course**

The main objective of the course is to help the learners develop skills in writing technical reports and making academic presentations while also learning to communicate appropriately in an academic context. The focused skill areas are meant to enable students to write their PS, LoP/DoP reports and theses.

**Textbooks:**

Hewings, M. and Thaine, C. 2014. *Cambridge Academic English (Advanced) Student's Book*. First South Asian Edition. Cambridge University Press.

**Reference books:**

1. Peter Levrai and Averil Bolster. 2015. *Academic Presenting and Presentations: Student's Book*. BoD – Books on Demand.
2. Sarah Philpot and Lesley Curnick. 2013. *Headway Academic Skills: Introductory: Listening, Speaking, and Study Skills Student's Book*. OUP.
3. Rhonda Liss and Jason Davis. 2012. *Effective Academic Writing (The Researched Essay) 3*. Second Edition. OUP.
4. Stephen Bailey. 2017. *Academic Writing: A Handbook for International Students*, 5th Edition, Routledge.

*\* Relevant materials from the web will also be used.*

**Course Plan**

Lecture No.	Learning Objectives	Topics to be covered	Chapter in Textbook
1	Recognize different elements and aspects of	Course Overview: Importance, objective, topics	Course Handout, Lecture notes,

	the course	and assessment	Reference book 1 and web-based sources
2-5	<p>Communicate effectively in professional circumstances via email;</p> <p>Develop an outline, select and use appropriate technological tools, list all the components, select content and use appropriate language while making presentations</p>	<p>Professional Communication, Formal and Informal</p> <p>Professional Presentation: in-person and for online courses; use of different online teaching-learning platforms, Purpose, Audience, Location, Structure, Outline</p> <p>Professional Presentation, Delivery Modes, Body Language, Voice, Visual Aids</p>	Web-based sources and Reference book 1
6-9	Select information and create notes while listening to academic lectures	<p>Listening to presentations/lectures</p> <p>Note-taking strategies</p>	<p>Unit 2</p> <p>Web-based sources and Lecture skills</p> <p>C, D</p>
10-13	Create outlines, organize and prepare notes on the basis of their reading of academic texts	<p>Reading short articles, reports and making notes</p> <p>Strategies for note-making: on paper and on laptops and tablets; Cornell Method and Mind Maps</p>	Unit 1, 5, 9, 10
14-17	Apply basic elements of writing academic paragraphs and differentiate between different kinds of paragraphs	<p>Words, phrases, linkers and appropriate sentence structures</p> <p>Paragraph writing: types of paragraphs</p>	Reference book 4: Part I & II
18-21	Create concise versions of academic texts and restate academic texts in an original manner	Summarizing and paraphrasing	Unit 2

22	Discover different aspects of technical reports and create an outline of a technical report	Understanding reports: Academic reports  Structure	Unit 9, 10
23-26	Specify what goes into each section of a report, apply principles of report writing to each section, and evaluate content of each section and modify content to make it suitable for the specified section	Abstract/Executive Summary  Title  Content page  Introduction  Analysis  Results  Discussion and conclusion	Units 5-10
27-28	Apply appropriate formatting principles to the report and insert references	Formatting specifications  References	Hands-on sessions with MS Word, Purdue Online Writing Lab
29-30	Revise the course content	Overview of course material	

**Evaluation Scheme (100% = 200 marks)**

Sl. No.	Component	Weighting (in %)	Duration	Date & Time	Nature of Component
1	Test 1	15%	30 Minutes	September 10 – September 20  (During scheduled class hour)	Open Book
2	Test 2	15%	30 Minutes	October 09 –October 20  (During scheduled class hour)	Open Book

3	Test 3	15%	30 Minutes	November 10 – November 20  (During scheduled class hour)	Open Book
4	Assignments and Quizzes	20%		TBA	Open Book
5	Comprehensive Examination	35%	120 minutes	TBA	Open Book

**Chamber Consultation Hours:** A Google Meet link along with consultation hours will be shared on the CMS.

**Notices:** Notices concerning the course will be displayed on the CMS.

**Make-up Policy:** Make-up will be given only in genuine cases (subject to verification).

**Academic Honesty and Integrity Policy:** Academic honesty and integrity are to be maintained by all the students throughout the semester and no type of academic dishonesty is acceptable.

Shilpaa Anand  
**INSTRUCTOR-IN-CHARGE**