



Birla Institute of Technology & Science, Pilani
Hyderabad Campus

FIRST SEMESTER 2023-2024

Course Handout Part II

Date: 04-08-2023

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

Course No.	: BITS F112
Course Title	: Technical Report Writing
Instructor-in-Charge	: Dr. Shilpaa Anand
Instructors	: Dr. Spandan Bhattacharya; Dr. Tony Sebastian

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. The focused skill areas are meant to enable students to write their PS, LoP/DoP/SoP reports and research theses. The course will include an overview of academic communication and writing, elements of effective writing, formal reports, types of reports, preparatory steps for writing reports, methods and sources of data, use of illustrations, and oral presentations.

Textbooks (TB):

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

Reference books

- 1) Raman, Meenakshi and Sangeeta Sharma. 2011. *Technical Communication: Principles and Practice*. New Delhi: Oxford University Press, Print.
- 2) Sarah Philpot and Lesley Curnick. 2013. *Headway Academic Skills: Introductory: Listening, Speaking, and Study Skills Student's Book*. OUP.
- 3) Stephen Bailey. 2017. *Academic Writing: A Handbook for International Students*, 5th edition. London: Routledge.
- 4) Rhonda Liss and Jason Davis. 2012. *Effective Academic Writing (The Researched Essay) 3. Second Edition*. OUP

* Relevant materials from the web will also be used.

Course Plan:



Lecture No.	Learning objectives	Topics to be covered	Chapter in the TextBook and Reference Books
1-6	Recognize different elements and aspects of the course; present oneself professionally in writing; compose essays	Course Overview; Paragraph writing; Personal Essay; Statement of Purpose	T.B. Unit:
7-21	Structure and write technical reports with various components	Structure of a report; components of a report; literature review (Reading short articles, reports and making notes; Summarizing and paraphrasing); research methods and sources of data; abstract/executive summary; introduction; results; discussion and conclusion; references	T.B. Unit: 4-10 R1: Ch.24
22-23	Discern and practice ethical writing strategies	Ethics of academic writing	Web resources
24- 25	Learn to communicate professionally within academic contexts	Academic communication: group discussions	TBA
26-28	Critically appreciate given texts	Critical writing practice	R3: Part 4
29-30	Revise course content and practice exercises	Revision of coursework	

Evaluation Scheme:

Component	Duration	Weightage (%)	Date & Time	Nature of Component
Quizzes 1, 2	TBA	20	TBA	Closed Book
Mid Semester Examination	90 minutes	25		Closed Book
Quiz 3	50 minutes	10	TBA	Closed Book
Comprehensive Examination	180 minutes	45		Open Book



Chamber Consultation Hour: Instructors will announce the consultation hour on CMS.

Notices: Notices concerning the course will be displayed on 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.

For queries, contact: trwsem12023@gmail.com

Shilpaa Anand

INSTRUCTOR-IN-CHARGE

