First Semester 2023-2024
Course Handout (Part II)

Date: 11.08 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 F437**
Course Title	**: Technical Communication**
Instructor-in-Charge	**: Chintalapalli Vijayakumar**
Instructor	**: Aruna Lolla**

1.   Scope and Objective:

Specifically designed for HD students, this course aims to improve students' academic and professional language skills. Science and engineering contexts will be used where necessary for teaching writing and speaking skills. Technological tools like Grammarly, COCA and BAWE are also included in the course so that students can learn to be accurate in their use of English language.

2. Textbook:

Raman, M. and Sharma, S. 2015. ***Technical communication: Principles and practice. 3rd Edition.*** New Delhi: OUP.

3.   Reference Books:

(i)   Bailey, S. (2018). *Academic writing: A handbook for international students, 5th Edition*. New York: Routledge.

(ii)   De Chazal, E. and Moore, J. (2013). *Oxford EAP: Advanced/C1: Student's book and DVD-ROM pack*. Oxford University Press.

(iii)   Lynch, T. (2004). *Study listening: A course in listening to lectures and note-taking*. Cambridge University Press.

(iv)   Wilding, E. (2016). *University foundation study: Presentations (Student's Book)*. Reading: Garnet Education.

(v)   Swales, J. M., and Feak, C. B. (2012). *Academic writing for graduate students: Essential tasks and skills* (3rd ed.). Ann Arbor: The University of Michigan Press.

4.   **Course Plan:**

Module No.	Lecture Session	Reference	Learning outcomes
1 - 2	Introduction to the Course and the Handout Communication: Definition and Process and Barriers	Course Handout TB Ch.1, 2, and 3	Relate process and types of general communication with technical communication Understand the nuances of technical communication (case study)
3 - 4	Texts in science and technology	TB Ch.4 RB 2	Analysis of different types of writing in the sciences
5-6	Audience, purpose, and organization	TB Ch.10 RB 2	Analysis texts of various genres for audience, purpose, and organization
7 - 8	Style	Class notes	Comparison of academic and non-academic texts to determine stylistic preferences (studying registers)
9 -10	Technical Reports: Types, Structure and Methods of Data Collection	TB Ch. 18	Understand the purpose and scope of reports Understand the processes of writing technical reports
11 - 12	Tool Design	TB Ch. 18	Identify and write the items to be included in the tool
13 - 14	IMRD Structure	Class notes	Understand the use of IMRD (Introduction – Methods - Results – Discussion) across disciplines
15 - 16	Writing the Results	Class notes	Write up a detailed analysis of data and connect multiple data stories together into a coherent narrative
17 - 18	Report Writing	TB Ch.18 Class notes	Producing a complete technical report
19 - 20	Writing Research: Introduction	Class notes	Understand the structure and moves involved in a research introduction
21 - 22	RA: Review of Literature	Class notes	Understand the structure and moves involved in writing the review of literature

23 - 24	RA: Analysis and Discussion	Class notes	Analyze the research articles from specific disciplines and understand their approaches to writing discussion and conclusion
25 - 29	Editing your writing	Class notes	Use of technology to edit the thesis/ RA
30 - 33	Oral Presentation	TB Ch.7	Make an effective 3 MT presentation
34 - 35	Group Discussion	TB Ch. 9	Participate in group discussions
36 - 37	Cover Letter and CV	Class notes	Write a cover letter for a job
38 - 40	Interviews	Class notes	Understand the dynamics of interviewing
41 - 42	Revision	Class notes	Practice

5.   Evaluation Scheme:

EC.NO.	Evaluation Component	Weightage %	Duration	Date and Time	Remarks Open/Closed book
1	Mid Semester Test	30	90 mins	14/10 - 11.30 - 1.00PM	Closed Book
2	Assignments	30	TBA	TBA	Open Book
3	Comprehensive Examination	40	180 mins	20/12 AN	Open Book

6.   Chamber consultation hour: Will be announced.

7.   Notices: For the Hyderabad and Goa campus students the Instructor / location coordinator will share the information on through respective CMS

8.   Make-up Policy:

The make-up for an evaluation component will be given only in genuine cases. However, the student has to contact the instructor/ location coordinator for his/her approval. In these matters his/her decision shall be final.

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.

                                                                    Instructor-in-charge
                                                                    BITS F437