



**FIRST SEMESTER 2021-2022**

Course Handout Part II

Date: 08/09/2021

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 : Aruna Lolla

**Scope and Objective:**

Specifically designed for students of Higher Degree, this course aims to improve their academic and professional English language skills. Since the course is expected to cater to the English language needs of mainly higher degree students, science and engineering contexts will be used for teaching writing and speaking skills. Discussions will focus on topics relevant to the context of learning. Technological tools like COCA and BAWE are also included in the course so that students can learn to be accurate while using English.

**Textbook:**

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

**Reference Books:**

- (i) Bailey, S. (2018). *Academic writing: A handbook for international students, 5th Edition*. New York: Routledge.
- (ii) De Chazal, E. & 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.
- Swales, J. M., & Feak, C. B. (2012). *Academic writing for graduate students: Essential tasks and skills* (3rd ed.). Ann Arbor: The University of Michigan Press.

**Course Plan:**

Lecture No.	Learning objectives	Topics to be covered	Chapter in the Text Book
1 - 2	Introduction to the	Relate process and types of	Course Handout



	Course and the Handout Communication: Definition and Process & Barriers	general communication with technical communication Understand the nuances of technical communication (case study)	TB Ch.1, 2, & 3
3 - 4	Listening: Effective Listening Strategies	Learn the techniques of listening to different academic and technical lectures/presentations Make notes to prepare for a presentation	TB Ch.4 RB 2
5-6	Reading Comprehension: Reading Strategies	Comprehend and analyze texts of various genres	TB Ch.10 RB 2
7 - 8	Vocabulary and Grammar in Context	Understand and use language resources such as vocabulary and grammar in context	Class notes
9 -10	Technical Reports: Types, Structure and Methods of Data Collection	Understand the purpose and scope of reports Understand the processes of writing technical reports	TB Ch. 18
11 - 12	Tool Design	Identify and write the items to be included in the tool	TB Ch. 18
13 - 14	IMRD Structure	Understand the use of IMRD (Introduction – Methods - Results – Discussion) across disciplines	Class notes
15 - 16	Writing the Results	Write up a detailed analysis of data and connect multiple data stories together into a coherent narrative	Class notes
17 - 18	Report Writing	Producing a complete technical report	TB Ch.18 Class notes
19 - 20	Writing a Research Paper (RA): Introduction	Understand the structure and moves involved in a research article introduction	Class notes
21 - 22	RA: Review of Literature	Understand the structure and moves involved in writing a research article review	Class notes
23 - 24	RA: Analysis and Discussion	Analyze the research articles from specific disciplines and understand their approaches to	Class notes



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		writing discussion and conclusion	
25 - 28	Editing your thesis/RA with online tools such as COCA	Use real data to edit the thesis/RA	Class notes
29 - 33	Oral Presentation	Understand the strategies of making effective technical presentations Apply the strategies of effective oral presentations	TB Ch.7
34 - 36	Group Discussions	Participate in group discussions	TB Ch. 9 Class notes
37 - 38	Cover Letter & CV	Write a cover letter for a job	Class notes
39 - 40	Interview	Understand the dynamics of interviewing	Class notes
41 - 42	Revision of key ideas	Practice	Class notes

### Evaluation Scheme:

Component	Duration (Minutes)	Weightage (%)	Date & Time	Nature of Component
Mid-semester Test	30	90 mins	24/10, 10-11:30 AM	Closed Book
Assignment	30		TBA	Open Book
Comprehensive Examination	40	120 mins	26/12 FN	Open Book

### Online consultation:

Email the concerns and you will be given time to discuss.

### Notices:

The notices concerning the course will be shared through Nalanda & E-mail. For the Hyderabad and Goa campus students the location coordinator will share the information on through respective LMS

### Make-up Policy:

The make-up for an evaluation component will be given only in genuine cases. However, the student has to contact his/her location instructor 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.



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Dr. Aruna Lolla  
Instructor-in-charge