



Birla Institute of Technology & Science, Pilani
Hyderabad Campus

SECOND SEMESTER 2019-2020

Course Handout Part II

Date: 1-1-2020

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	: M G Prasuna
Instructors	: Maya Vinai and Aruna Lolla

Scope and Objective of the Course:

Aimed at basic to intermediate level students from a variety of disciplinary backgrounds, the course focuses on general academic language needs of students. The objective of the course is to help the learners understand the process of communication; develop skills in writing technical reports and presenting them to an audience effectively.

Textbooks:

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

Reference Books:

- 1 Sharma, R.C. and Mohan K., *Business Correspondence and Report Writing: A Practical Approach to Business and Technical Communication*. New Delhi: Tata McGraw Hill, 2011. Print.
- 2 Raman, Meenakshi and Sangeeta Sharma. *Technical Communication: Principles and Practice*. New Delhi: Oxford University Press, 2011. Print.
- 3 Mohan, Krishna and Meenakshi Raman. *Advanced Communicative English : A Comprehensive Course for Undergraduate Learners*. New Delhi : Tata McGraw Hill, 2010. Print.
- 4 Peter Levrai and Averil Bolster. 2015. *Academic Presenting and Presentations: Student's Book*. BoD – Books on Demand.
- 5 Stephen Bailey. 2017. *Academic Writing: A Handbook for International Students*, 5th Edition, Routledge.
- 6 Rhonda Liss and Jason Davis. 2012. *Effective Academic Writing (The Researched Essay)* 3. Second Edition. OUP



Course Plan:

Lecture No.	Learning objectives	Topics to be covered	Chapter in the Text Book/Ref book
1	Recognize different elements and aspects of the course; identify the difference between general and academic communication	Course Overview: Importance, objective, process, Types, Barriers	R1 (Ch.1,3,4)
2-9	Apply basic elements of writing academic paragraphs and differentiate among distinct kinds of paragraphs; write e-mails effectively; create concise versions of academic texts and restate academic texts in an original manner	Elements of effective writing: Words, phrases, linkers and appropriate sentence structures, paragraph writing, e-mail writing, summarizing and paraphrasing	T1 Unit 1, 2 and R1(Ch.19)
10	Technical Reports: Understanding Reports: Definition, Importance, Characteristics, different types and aspects of technical reports	Understanding formal reports, types of reports; Informational, Interpretive, Routine; Academic reports	R1(Ch.15)
11-15	Utilize various preparatory steps to report writing; develop outlines, organize and prepare notes	Preparatory steps for writing reports: Reading short articles, reports and making notes, Strategies for note-making, listening to presentations/lectures, strategies for note-taking	T1. Units 1, 2, 5, 9, 10, Lecture skills C, D, R1(Ch.17)
16-25	Evaluate the content and language of each section of a report	Structure of reports and method and sources of data: Abstract/executive summary; title and contents pages; introduction; methods; results; discussion and conclusion; references	T1. Units 5-10, R1(Ch.16,20, 22,23,26)
26-30	Develop an outline for a presentation; select and use appropriate technological tools, list the components,	Oral presentation and use of illustrations: Structure, outline, delivery modes, body language and voice, visual aids	T1. Unit 4-10 R1(Ch.24)



	select content and utilize appropriate language		
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Evaluation Scheme:

Component	Duration	Weighting (%)	Date & Time	Nature of Component
Assignment 1	60 minutes	15%		OB
Mid-semester Examination	90 minutes	30	2/3 3.30 - 5.00 PM	CB
Assignment 2	60 minutes	15%		OB
Comprehensive Examination	3 hours	40	15/05 FN	OB & CB

Chamber Consultation Hour: The slot will be decided during the first class.

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.

M G Prasuna

INSTRUCTOR-IN-CHARGE

