



FIRST SEMESTER 2021-2022
Course Handout Part II

Date: 30-09-2021

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 : Maya Vinai
Instructors : M.G Prasuna & 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. The focused skill areas are meant to enable students to write their PS, LoP/DoP reports and theses.

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.

3) Course Plan:

Lecture No.	Learning objectives	Topics to be covered	Chapter in the Text Book
1-2	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)
3- 5	Create outlines, organize and prepare	Reading short articles, reports and making notes	T.B. Unit 1, 5, 9, 10



	notes on the basis of their reading of academic texts	Strategies for note-making	
6-8	Select information and create notes while listening to academic lectures	Listening to presentations/lectures Note-taking strategies	T.B Unit 2 & Web-based sources
9- 14	Apply basic elements of writing academic paragraphs and differentiate between different kinds of paragraphs, write e-mails effectively	Words, phrases, linkers and appropriate sentence structures Paragraph writing E-mail writing	T.B Unit 1, 2 and R1(Ch.19)/ Web based Sources
15-18	Create concise versions of academic texts and restate academic texts in an original manner	Summarizing and paraphrasing	T.B Unit 2
19- 20	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)
21-27	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	T.B. Units 5-10, R1(Ch.16,20,22,23,26)
28-30.	Develop an outline for a presentation; select and use appropriate technological tools, list the components, select content and utilize appropriate language	Oral presentation and use of illustrations: Structure, outline, delivery modes, body language and voice, visual aids	T.B. Unit 4-10 R1(Ch.24)

Evaluation Scheme:

Component	Duration	Weightage (%)	Date & Time	Nature of Component
Mid Semester Examination	90 minutes	30	06/12 - 3.30 - 5.00PM	Closed Book
Assignments 1 and 2		(15+15=30)	(To be announced)	Open Book
Comprehensive Examination	120 minutes	40	31/01 FN	Closed Book



Chamber Consultation Hour: Slots will be decided in the classroom.

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.

Maya Vinai
INSTRUCTOR-IN-CHARGE

