



**FIRST SEMESTER 2019-2020**  
Course Handout Part II

01-08-2019

**Course No** : BITS F112  
**Course Title** : Technical Report Writing  
**Instructor-in-charge** : Pranesh Bhargava  
**Co-instructors** : Anhiti Patnaik and A K Jayesh

**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.

**Textbook**

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

**Reference Materials**

1. Peter Levrai and Averil Bolster. 2015. *Academic Presenting and Presentations: Student's Book*. BoD – Books on Demand.
2. Sarah Philpot and Lesley Curnick. 2013. *Headway Academic Skills: Introductory: Listening, Speaking, and Study Skills Student's Book*. OUP.
3. 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 Textbook |
|-------------|---|--|---------------------|
| 1           | Recognize different elements and aspects of the course                                      | Course Overview: Importance, objective, topics and assessment                  |                     |
| 2-4         | Create outlines, organize and prepare notes on the basis of their reading of academic texts | Reading short articles, reports and making notes<br>Strategies for note-making | Unit 1, 5, 9, 10    |
| 5-7         | Select information and create notes while   | Listening to presentations/lectures  |                     |



|       |  |   |             |
|-------|--|---|-------------|
|       | listening to academic lectures   | Note-taking strategies  |             |
| 8-13  | 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<br>Paragraph writing<br>E-mail writing  | (reference) |
| 14-15 | Create concise versions of academic texts and restate academic texts in an original manner   | Summarizing and paraphrasing  | Unit 2      |
| 16-17 | Develop an outline, select and use appropriate technological tools, list all the components, select content and use appropriate language while making presentations  | Professional Communication, Formal and Informal Professional Presentation, Purpose, Audience, Location, Structure, Outline Professional Presentation, Delivery Modes, Body Language, Voice, Visual Aids | Unit 5-10   |
| 18-19 | Discover different aspects of technical reports and create an outline of a technical report  | Understanding reports: Academic reports Structure   | Unit 5      |
| 20-30 | Specify what goes into each section of a report, apply principles of report writing to each section, analyze and evaluate content of each section and modify content to make it suitable for the specified section | Abstract/Executive Summary<br>Title<br>Content page<br>Introduction<br>Analysis<br>Results<br>Discussion and conclusion<br>References   | Units 5-10  |

#### Evaluation Scheme (100% = 200 marks)

| S.No . | Component           | Weighting (in %) | Duration  | Date &Time            | Nature of Component |
|--------|---------------------|------------------|-----------|-----------------------|---------------------|
| 1      | Assignments 1 and 2 | 15% + 15%        |           | To be announced       |                     |
| 2      | Mid-sem Exam        | 30%              | 11/2 Hour | 4/10, 1.30 -- 3.00 PM | Closed Book         |
| 3      | Comp Exam           | 40%              | 3 Hours   | 12/12 FN              | Closed Book         |



**Chamber Consultation Hours:** 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.

Pranesh Bhargava  
**INSTRUCTOR-IN-CHARGE**

