FIRST SEMESTER 2022-2023
Course Handout Part II

Date: 18.10.2022

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	: **Aruna Lolla**
Co-instructors	: **Pranesh Bhargava 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:
1. Hewings, Martin and Craig Thaine. 2014. *Cambridge Academic English (Advanced) Student's Book*. 1st South Asian Edition. Delhi: Cambridge University Press.

Reference Books:
1. Ewald, Thorsten. 2017. *Writing in the Technical Fields: A Practical Guide*. 2nd ed. Ontario: Oxford University Press.
2. Riordan, Daniel G. 2014. *Technical Report Writing Today*. 10th ed. Boston: Wadsworth.
3. Laplante, Phillip A. 2019. *Technical Writing: A Practical Guide for Engineers, Scientists, and Nontechnical Professionals*. 2nd ed. London: CRC Press.
4. Finkelstein, Leo, Jr. 2007. *Pocket Book of Technical Writing for Engineers and Scientists*. 3rd ed. New York: McGraw-Hill.
5. Holloway, Brian R. 2014. *Technical Writing Basics*. 4th ed. Harlow: Pearson.
6. Kmiec, David and Bernadette Longo. 2017. *The IEEE Guide to Writing in the Engineering and Technical Fields*. New Jersey: Wiley.

In addition to the sources mentioned above, students will be required to go through a number of online resources made available at various points in the course.

Course Plan:

Lecture No.	Learning objectives	Topics to be covered	Chapter in the Textbook
1	Understand the nature and purpose of the course	Course overview: importance; objective; topics; assessment.	
2	Discover different aspects of technical communication	Overview of technical communication: writing in the technical workplace; attributes of technical writing; the writing process; the means to master technical writing.	RB1: Ch. 1.
3–6	Acquire effective grasp of elements of technical writing	Elements of effective writing: technical sentences; technical paragraphs; parallelism, lists, and layout; routine correspondence; technical definitions and descriptions; instructions, procedures, and manuals; punctuation and grammar; mechanics and conventions; ethics.	RB1: Ch. 2–5; Ch. 12; Ch. 13; Appendix A, B, C.
7–10	Become competent to practice-draft parts of various reports	Types of reports: documents that report on past events or completed tasks; documents that report on ongoing tasks (progress reports); documents that recommend future actions; documents that define standards (specifications); lab reports.	RB1: Ch. 6.
11–14	Acquire the ability to practice-draft parts of a formal report	Formal reports: parts of a formal report; formal report pagination; references and citations.	RB1: Ch. 7; Ch. 9.
15–17	Learn the process of writing and revising parts of a formal report	Preparatory steps for writing reports: planning your document; drafting and revising your document.	RB1: Ch. 7.; Ch. 9.
18–20	Understand the sources of your data	Methods and sources of data: interviewing; surveying; observing and testing; published information.	RB1: Ch. 7; Ch. 9.
21–24	Learn to use illustrations	Use of illustrations: putting graphics into reports; rules for incorporating report graphics; avoiding graphical misrepresentation.	RB1: Ch. 10.
25–27	Understand the dos and don'ts of a technical presentation	Oral presentation: planning the presentation; making speech notes; using presenter view; designing and using slides; practicing the presentation; overcoming stage fright and answering questions.	RB1: Ch. 14.

28–30	Acquire an increased awareness of the challenges and nuances of professional communication in a globalized world	Intercultural communication, collaborative writing, and document control; job application packages.	RB1: Ch. 8; Ch. 11.

Evaluation Scheme:

Component	Duration	Weighting(%)	Date & Time	Nature of Component
Mid-semester Test	90 Minutes	30	04/01 3.30PM - 5.00PM	Close Book
2 Assignments	To be announced	20 + 15	To be announced	Open Book
Comprehensive Examination	3 Hours	35	17/02FN	Close Book

Chamber Consultation Hour: The consultation hours will be shared on the CMS.

Notices: Notices, if any, will be displayed on the CMS.

Make-up Policy: Make-up cases will be permitted in line with the existing institute policy.

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.

Aruna Lolla

INSTRUCTOR-IN-CHARGE