



# Birla Institute of Technology & Science, Pilani

Hyderabad Campus

## FIRST SEMESTER 2019-2020

### Course Handout Part II

01-08-2019

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 F437  
Course Title : Technical Communication  
Instructor-in-Charge : Santosh Mahapatra

### 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 engineering students, engineering contexts will be used for teaching writing and speaking skills. Even group discussions will focus on topics relevant to engineering. Some useful technological tools like BNC are included in the course so that students can learn to be accurate while using English.

### Text Book:

1. Edward De Chazal and Julie Moore. 2013. **Oxford EAP: Advanced/C1: Student's Book and DVD-ROM Pack**. Oxford University Press.

### Reference Books:

1. Martin Hewings and Craig Thaine. 2014. **Cambridge Academic English (Advanced) Student's Book**. First South Asian Edition. Cambridge University Press.
2. Adrian Wallwork. 2015. **English for Academic Research: Writing Exercises**. Corr. 2nd printing 2015 edition. Springer.
3. Peter Levrai and Averil Bolster. 2015. **Academic Presenting and Presentations: Student's Book**. BoD – Books on Demand.
4. Tamzen Armer. 2011. **Cambridge English for Scientists Student's Book with Audio CDs (2)**. Cambridge University Press.
5. Stephen Bailey. 2018. **Academic Writing: A Handbook for International Students**, 5th Edition, Special Indian Edition, Routledge.

Note: Apart from these books, materials from web sources will be used during the course.

### Course Plan:

Lecture No.	Learning Outcomes (At the end of the specified unit/s, students will be able to...)	Topics to be covered	Chapter in the Text Book
1	Familiarize themselves with the course content, evaluation components	Introduction to the course	-

	and other aspects like textbooks and supplementary materials for the course.		
2-3	Identify aspects of technical communication, academic and professional English language skills	Overview of technical communication, verbal and non-verbal communication, academic and professional English language skills	TB, Ch1; Web sources
4-7	Make effective academic presentations	Effective Presentation Strategies	TB; RB3.; web sources
8-18	Demonstrate ability to use elements of effective writing	Elements of effective writing: <ul style="list-style-type: none"> <li>• Presenting arguments</li> <li>• Cause and effect</li> <li>• Comparison</li> <li>• Problems and solution</li> <li>• Process writing</li> <li>• Visual information</li> <li>• Caution</li> <li>• Linkers/Signposting</li> <li>• Summarizing and paraphrasing</li> </ul>	TB, Ch2, 4, 8 & 10; RB5., pp. 50-61; RB1; web sources
19-26	Analyze various sections of technical reports	Technical Reports: Obtaining information, sections	TB; RB1, Ch. 5-10; web sources
27-35	Evaluate different sections of research papers and dissertations against norms of academic writing	Research Papers/Dissertation: Sections in a research paper/dissertation, avoiding plagiarism, following academic stylesheets, quotation conventions, using technology	RB2, Ch. 10; web sources
36-37	Examine different aspects of technical proposals	Technical Proposals	TB; RB4; web sources
38-39	Demonstrate ability to participate in group discussions, meetings and conferences	Group discussion	TB; RB4; web sources
40-42	Prepare professional CV	Preparing CVs (and recapitulation)	RB4; web sources

#### Evaluation Scheme:

S.No.	Evaluation Component	Weighting	Duration	Date, Time & Venue	Nature of Component
1	Mid-sem Exam	25%	90 minutes	29/9, 11.00 -- 12.30 PM	OB
2	Presentation & Classroom assignment	30%		TBA	
3	Compre exam	45%	3 hours	30/11 FN	OB

**Chamber Consultation Hour:** To be decided in the classroom.

**Notices:** The notices concerning the course will be displayed on the CMS and/or Humanities and Social Sciences notice boards.

**Make-up Policy:** Make-up for an evaluation component will be given only in genuine cases.

**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.

Santosh Mahapatra  
**INSTRUCTOR-IN-CHARGE**