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**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 UndergraduateLearners*. 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:**

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| --- | --- | --- | --- |
| **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, Stategies 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, select content and utilize appropriate language | Oral presentation and use of illustrations: Structure, outline, delivery modes, body language and voice, visual aids | T1. Unit 4-10  R1(Ch.24) |

**Evaluation Scheme:**

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| **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**