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**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:**

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| --- | --- | --- | --- |
| **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 and other aspects like textbooks and supplementary materials for the course. | Introduction to 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:  • Presenting arguments  • Cause and effect  • Comparison  • Problems and solution  • Process writing  • Visual information  • Caution  • Linkers/Signposting  • Summarizing and paraphrasing | 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:**

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| --- | --- | --- | --- | --- | --- |
| **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**