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**FIRST SEMESTER 2023-2024**

# Course Handout Part II

Date: 04-08-2023

In addition to part-I (General Handout for all courses appended to the timetable), this portion gives further specific details regarding the course.

*Course No.* : BITS F112

## Course Title : Technical Report Writing

## Instructor-in-Charge : Dr. Shilpaa Anand

*Instructors*  : Dr. Spandan Bhattacharya; Dr. Tony Sebastian

**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/SoP reports and research theses. The course will include an overview of academic communication and writing, elements of effective writing, formal reports, types of reports, preparatory steps for writing reports, methods and sources of data, use of illustrations, and oral presentations.

**Textbooks (TB):**

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

**Reference books**

1. Raman, Meenakshi and Sangeeta Sharma. 2011.*Technical Communication: Principles and Practice.* New Delhi: Oxford University Press, Print.
2. Sarah Philpot and Lesley Curnick. 2013. *Headway Academic Skills: Introductory: Listening, Speaking, and Study Skills Student's Book*. OUP.
3. Stephen Bailey. 2017. *Academic Writing: A Handbook for International Students*, 5th edition. London: Routledge.
4. 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 the TextBook and Reference Books** |
| --- | --- | --- | --- |
| 1-6 | Recognize different elements and aspects of the course; present oneself professionally in writing; compose essays | Course Overview; Paragraph writing; Personal Essay; Statement of Purpose | T.B. Unit: |
| 7-21 | Structure and write technical reports with various components | Structure of a report; components of a report; literature review (Reading short articles, reports and making notes; Summarizing and paraphrasing); research methods and sources of data; abstract/executive summary; introduction; results; discussion and conclusion; references | T.B. Unit: 4-10  R1: Ch.24 |
| 22-23 | Discern and practice ethical writing strategies | Ethics of academic writing | Web resources |
| 24- 25 | Learn to communicate professionally within academic contexts | Academic communication: group discussions | TBA |
| 26-28 | Critically appreciate given texts | Critical writing practice | R3: Part 4 |
| 29-30 | Revise course content and practice exercises | Revision of coursework |  |

**Evaluation Scheme:**

| **Component** | **Duration** | **Weightage (%)** | **Date & Time** | **Nature of Component** |
| --- | --- | --- | --- | --- |
| Quizzes 1, 2 | TBA | 20 | TBA | Closed Book |
| Mid Semester Examination | 90 minutes | 25 |  | Closed Book |
| Quiz 3 | 50 minutes | 10 | TBA | Closed Book |
| Comprehensive Examination | 180  minutes | 45 |  | Open Book |

**Chamber Consultation Hour:** Instructors will announce the consultation hour on CMS.

**Notices:** Notices concerning the course will be displayed on 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.

**For queries, contact:** trwsem12023@gmail.com

Shilpaa Anand

**INSTRUCTOR-IN-CHARGE**