**First Semester 2023-2024**

**Course Handout (Part II)**

Date: 11.08 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 F437**

**Course Title : Technical Communication**

**Instructor-in-Charge : Chintalapalli Vijayakumar**

**Instructor : Aruna Lolla**

1. **Scope and Objective:**

Specifically designed for HD students, this course aims to improve students’ academic and professional language skills. Science and engineering contexts will be used where necessary for teaching writing and speaking skills. Technological tools like Grammarly, COCA and BAWE are also included in the course so that students can learn to be accurate in their use of English language.

**2. Textbook:**

Raman, M. and Sharma, S. 2015. ***Technical communication: Principles and practice. 3rd Edition.*** New Delhi: OUP.

1. **Reference Books:**
2. Bailey, S. (2018). *Academic writing: A handbook for international students, 5th Edition*. New York: Routledge.
3. De Chazal, E. and Moore, J​. (2013)​​. *Oxford EAP: Advanced/C1: Student's book and DVD-ROM pack​*. Oxford University Press.
4. Lynch, T. (2004). *Study listening: A course in listening to lectures and note-taking*. Cambridge University Press.
5. Wilding, E. (2016). *University foundation study: Presentations (Student’s Book)*. Reading: Garnet Education.
6. Swales, J. M., and Feak, C. B. (2012). *Academic writing for graduate students: Essential tasks and skills* (3rd ed.). Ann Arbor: The University of Michigan Press.
7. **Course Plan:**

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| --- | --- | --- | --- |
| **Module No.** | **Lecture Session** | **Reference** | **Learning outcomes** |
| 1 - 2 | Introduction to the Course and the Handout  Communication: Definition and Process and Barriers | Course Handout  TB Ch.1, 2, and 3 | Relate process and types of general communication with technical communication  Understand the nuances of technical communication (case study) |
| 3 - 4 | Texts in science and technology | TB Ch.4  RB 2 | Analysis of different types of writing in the sciences |
| 5-6 | Audience, purpose, and organization | TB Ch.10  RB 2 | Analysis texts of various genres for audience, purpose, and organization |
| 7 - 8 | Style | Class notes | Comparison of academic and non-academic texts to determine stylistic preferences (studying registers) |
| 9 -10 | Technical Reports: Types, Structure and Methods of Data Collection | TB Ch. 18 | Understand the purpose and scope of reports  Understand the processes of writing technical reports |
| 11 - 12 | Tool Design | TB Ch. 18 | Identify and write the items to be included in the tool |
| 13 - 14 | IMRD Structure | Class notes | Understand the use of IMRD (Introduction – Methods - Results – Discussion) across disciplines |
| 15 - 16 | Writing the Results | Class notes | Write up a detailed analysis of data and connect multiple data stories together into a coherent narrative |
| 17 - 18 | Report Writing | TB Ch.18  Class notes | Producing a complete technical report |
| 19 - 20 | Writing Research: Introduction | Class notes | Understand the structure and moves involved in a research introduction |
| 21 - 22 | RA: Review of Literature | Class notes | Understand the structure and moves involved in writing the review of literature |
| 23 - 24 | RA: Analysis and Discussion | Class notes | Analyze the research articles from specific disciplines and understand their approaches to writing discussion and conclusion |
| 25 - 29 | Editing your writing | Class notes | Use of technology to edit the thesis/ RA |
| 30 - 33 | Oral Presentation | TB Ch.7 | Make an effective 3 MT presentation |
| 34 - 35 | Group Discussion | TB Ch. 9 | Participate in group discussions |
| 36 - 37 | Cover Letter and CV | Class notes | Write a cover letter for a job |
| 38 - 40 | Interviews | Class notes | Understand the dynamics of interviewing |
| 41 - 42 | Revision | Class notes | Practice |

1. **Evaluation Scheme:**

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| --- | --- | --- | --- | --- | --- |
| **EC.NO.** | **Evaluation Component** | **Weightage %** | **Duration** | **Date and Time** | **Remarks**  **Open/Closed book** |
| 1 | Mid Semester Test | 30 | 90 mins | 14/10 - 11.30 - 1.00PM | Closed Book |
| 2 | Assignments | 30 | TBA | TBA | Open Book |
| 3 | Comprehensive Examination | 40 | 180 mins | 20/12 AN | Open Book |

1. **Chamber consultation hour:** Will be announced.
2. **Notices:** For the Hyderabad and Goa campus students the Instructor / location coordinator will share the information on through respective CMS
3. **Make-up Policy:**

The make-up for an evaluation component will be given only in genuine cases. However, the student has to contact the instructor/ location coordinator for his/her approval. In these matters his/her decision shall be final.

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.

**Instructor-in-charge**

**BITS F437**