BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

INSTRUCTION DIVISION <u>Course Handout (Part II)</u>

First Semester 2015-2016

Date: 03/08/15

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 : **SOMDATTA BHATTACHARYA**
     Instructors   : **Sangeeta Sharma, Devika, V.S Nirban, Ruchika Sharma**

1. **Scope and Objective of the course:**

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.

2. **Textbook:**

Sharma, R.C. and K. Mohan. 2011. *Business Correspondence and Report Writing*. Fourth Edition. New Delhi: Tata McGraw Hill.

3. **Reference Books:**

   (i)   Raman, Meenakshi and Sangeeta Sharma, 2011. *Technical Communication: Principles and Practice*, 2/e. New Delhi: Oxford University Press.

   (ii)   Gerson, Sharon J and Steren M. Gerson. 2000.*Technical Writing : Process and Product.* Third Edition. India : Pearson Education Asia.

   (iii)   Krishna Mohan and Meenakshi Raman. 2010. Advanced Communicative English. New Delhi : Tata McGraw Hill

4. Course Plan :

Lec. No	Learning Objectives	Topics to be covered	Ref.Chap. /Sec. No.
1-2	To give an insight into the communication process and its importance in day-to-day activities	Communication: Definition, Process, Importance	Textbook Ch.1
3	To define technical reports and tell about their characteristic features	Technical Reports	Ch. 15; Ref.(i) Chapter 18
4-5	To introduce various types of reports; to give practice to prepare routine reports	Types of Reports	Ch. 15; Ref.(i) Chapter 18
6	To discuss various steps involved in report writing; planning and preparation: from data collection to outline making	Preparatory Steps	Ch.17
7	To discuss various sources for data collection.	Sources of Data	Ch. 17
8-9	To familiarize them with all the methods of data collection	Methods of Data Collection	Ch. 17
10-11	To provide guidelines for preparing mail questionnaire; to give adequate practice in preparing a questionnaire	Mail Questionnaire	Ch. 17 ; Ref(i) Ch.18
12	To introduce the elements of effective writing	Elements of Effective Writing	Ch. 19 ; Ref.(i) chapter 13&14

13	To give practical hints to make one's writing more effective: choice of words, phrases, and sentences	Effective Writing- Choice of Words and Phrases	----do------
14	To make them conscious of various aspects of writing: sentence construction, sentence length and word order	Effective Writing- Sentence Construction and Length	-----do-----
15-16	To provide practice in effective writing	Practice	-----do------
17-19	To give an understanding of various structural elements of a report; to provide rigorous practice	Report Structure	Ch. 16
20-21	To give insight into data analysis with the help of illustrations	Data Analysis & Illustrations	Ch. 20
22-24	To provide practice in writing reports	Report writing	Ch.22 and 23
25-27	To provide an understanding of shorter reports; when and how to use them	Memo Report & Letter Report	Ch. 23,26 ; Ref.(i) Ch.18
28-29	To make them aware of various aspects of oral presentations; to provide guidelines for effective presentations	Professional Presentation	Ch. 24

5. **Assignments:** The following items to be done as class assignments:

	Topic	Marks	
i)	Assignment 1	30	
ii)	Team Report Assignment	50	(105 Minutes OB)

6. Self Learning : Textbook Chap.1; Ref.(iii). Ch.3, 5, 11, 12, 13

7.Evaluation Scheme:

EC No.	Component	Duration	Marks	Date & Time	Nature
1	Mid-Semester	90 mins	40	8/10 10:00 - 11:30 AM	CB
2	Comprehensive exam	2 hours	80	8/12 AN	CB

8. **Chamber Consultation Hours:** To be announced in the class.

9. **Notices:** Notices concerning the course will be displayed on Department of Humanities and Social Sciences Notice Board.

(SOMDATTA BHATTACHARYA)
INSTRUCTOR-IN-CHARGE