

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
INSTRUCTION DIVISION
First Semester 2014-2015
Course Handout (Part II)

Date: 04/08/2015

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 : PUSHPA LATA

1. Scope and Objective:

Specifically designed for the students of Higher Degree, this course aims at preparing them for the communicative challenges of both the types: Oral as well as written which they may face in their professional world. It provides them adequate practice so as to increase their confidence and effectiveness when presenting their technical ideas in interpersonal and group communication situations.

2. Text Books:

Raman Meenakshi and Sangeeta Sharma. 2011. *Technical Communication: Principles and Practice. Second Edition.* New Delhi: OUP.

3. Reference Books:

- (i) Kumar, Sanjay and Pushpa Lata. 2015. *Communication Skills.* Second Edition. New Delhi: OUP
- (ii) Gamble, Teri Kwal and Michael Gamble. 2010. *Communication Works.* New Delhi: Tata McGraw-Hill Publishing Company Ltd.
- (iii) Rizvi, M Ashraf. 2006. *Effective Technical Communication.* New Delhi: Tata McGraw-Hill Publishing Company Ltd.
- (iv) Guffey, Mary Ellen. 2004. *Essentials of Business Communication.* 6th Edition. USA: Thomson (South-Western).
- (v) Lesikar, Raymond V. et al. 2001. *Lesikar's Basic Business Communication.* 8th Edition. New Delhi: Tata McGraw-Hill Company Limited.
- (vi) Stewart, Charles J and William B. Cash Jr. 2010. *Interviewing-Principles and Practice.* 12th Edition. New Delhi: Tata McGraw-Hill Company Limited.

Course Plan:

Lecture No.	Learning Objective	Topics to be covered	Reference Chap/Sec.
1&2	Process, Characteristics, Levels, Flow, Networks and Importance	Basics of Technical Communication	Chap. 1 & 3
3&4	Interpersonal, Intrapersonal, and Organizational	Barriers to Communication	Chap.2
7-8	Words & Phrases, Sentences and Paragraphs	Fundamentals of Effective Writing	Chap. 14
9-10	Practice	Fundamentals of Effective Writing	Chap. 14
11-12	Analysing Audience, Organising Contents, Preparing an outline, Visual aids, Types of Delivery, Kinesics, Proxemics, Paralinguistics, Chronemics	Effective Presentation Strategies	Chap.8
15-16	Mock Presentation followed by Discussion	Effective Presentation Strategies	Chap.8
17-23	Presentation for Evaluation	Effective Presentation Strategies	Chap. 8
22 - 24	Importance, Preparatory Steps and Structure	Technical Reports	Chap. 18
25-26	Written Practice	Technical Reports	-
27-28	Structure, Principles, Types	Letters, Memos and E-mails	Chap. 17
29-31	Group Discussions, Meetings and Conferences	Group Communication	Chap. 10
32	Mock GD followed by comments	Group Communication	-
33-37	GD for Evaluation	Group Communication	-
38-39	Types, Preparation, Success and Failure Factors	Interviews	Chap. 9
40- 42	Practice for Interview	Interviews	-
43	Essential Features, Components, Style, Presentation and Referencing	Research Paper, Dissertation, and Thesis	Chap. 20 & 22

44	Types, Traits of a good Listener, Active versus Passive Listening, and Implications of Effective Listening	Active Listening	Chap. 4 Reading Assignment
45	Art of Condensation, Reading Comprehension	Fundamentals of Effective Writing	Chap. 16 and 12 Reading assignment

5. Evaluation Scheme:

EC.NO.	Evaluation Component	Weightage	Duration	Date & Time	Remarks
1	Mid Semester Test	20	90 mts	7/10 10.00 – 11.30 am	CB
2	Class Assignments*	40			
4	Comp Exam	40	3 Hrs	5/12 AN	CB

- Oral(20) and Written-open book (20)

6. Chamber Consultation Hour: To be announced in the class.

7. Notices: The notices concerning the course will be displayed on the Languages Group and FD-I notice boards.

8. Make-up Policy:

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

Instructor-in-charge
BITS F437