

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI**

**INSTRUCTION DIVISION**

**Course Handout (Part II)**

**II Semester 2015-2016**

Date: 12/1/2016

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** : DEVIKA

**Instructors** : Pushp lata, Virendra Singh Nirban, Somdatta Bhattacharya,  
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*. Second Edition. New Delhi: Oxford University Press.
- (ii) Gerson, Sharon J and Stern M. Gerson. 2000. *Technical Writing: Process and Product*. Third Edition. India: Pearson Education Asia.
- (iii) Mohan, Krishna and Meenakshi Raman. 2010. *Advanced Communicative English*. New Delhi: Tata McGraw Hill.

**4. Course Plan:**

Lec. No	Learning Objectives	Topics to be covered	Ref. Ch. /Sec. No.
1-2	To give an insight into the communication process and its importance in day-to-day activities	Communication: Definition and Process	Textbook Ch.1
3	To introduce the elements of effective writing; To give practical hints to make one's writing more effective: choice of words, phrases, and sentences	Elements of Effective Writing- Choice of Words and Phrases	Ch. 19 ; Ref. (i): Ch. 13&14
4	To make students conscious of various aspects of writing: sentence construction, sentence length and word order	Effective Writing- Sentence Construction and Length	----do----
5	To provide practice in effective writing	Practice	----do-----
6	To define technical reports and tell about their characteristic features	Technical Reports	Ch. 15; Ref.(i) Chapter 18
7-8	To introduce various types of reports; to give practice to prepare routine reports	Types of Reports	Ch. 15; Ref.(i) Chapter 18

9	To discuss various steps involved in report writing; planning and preparation: from data collection to outline making	Preparatory Steps	Ch.17
10-11	To discuss various sources for data collection.	Sources of Data	Ch. 17
12-13	To familiarize students with all the methods of data collection	Methods of Data Collection	Ch. 17
14-15	To provide guidelines for preparing mail questionnaire; to give adequate practice in preparing a questionnaire	Mail Questionnaire	Ch. 17; Ref. (i) Ch.18
16-19	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 students aware of various aspects of oral presentations of reports; to provide guidelines for effective presentations of reports	Oral Presentation of Reports	Ch. 24

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

	<b>Topic</b>	<b>Marks</b>
i)	Assignment 1	30 ( 30 Minutes)
ii)	Report Assignment	50 (105 Minutes OB)

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

7. **Evaluation Scheme:**

<b>EC No.</b>	<b>Component</b>	<b>Duration</b>	<b>Marks</b>	<b>Date &amp; Time</b>	<b>Nature</b>
1	Mid-Semester	90 min	40	18/3 11:00 - 12:30 PM	CB
2	Comprehensive Exam	2 hours	80	12/5 AN	CB

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

9. **Notices:** Notices concerning the course will be on Nalanda.

10. **Makeup Policy:** Makeup will be granted only when the prior permission is taken from the instructor. A written request is to be made to the IC.

( DEVIKA)

**INSTRUCTOR-IN-CHARGE**