# PC 512
# Technical Writing and Communication Skills
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In this course first-year M.Tech and PhD students are introduced to the basics of **technical writing and communication skills** that are *essential* in their professional life in the next 50-60 years.

A set of guidelines on several important aspects of technical writing and presentations are discussed in this course. Several non-technical and technical writing exercises and slide-based technical presentations would be carried out using public-domain (free) software packages for practical training of the students.

## Topics

A *tentative* list of topics is given below:

1. General guidelines of Technical Communication

2. Basic English grammar - selected topics

3. Writing and defending a Thesis

4. Publishing Papers in Journals

5. Guidelines on reviewing

6. Writing a resume or CV and tips on good job interviews

7. Writing a Technical Report

8. Corporate Communications: Memos, Reports, etc.

9. Technical Presentation using slides

10. Organizing references and developing a bibliography

11. Ethics for Technical Communication

12. Using platform-independent public-domain software such as LibreOffice Suite, Markdown, LaTeXand Beamer.

## Reading Materials

- Handouts in the Google Classroom portal of PC512.

- Several E-books (fiction and non-fiction) in the Google Classroom portal.

- Several papers and technical documents in Google Classroom portal.

## Grading Policy

- Attendance and Participation in Discussions in Lectures: 10%. Irrespective of everything else, the final grade would be an "F" if absent in more than 4 lectures in the whole semester.

- Technical Presentation (team based) 20%

- Technical and non-technical writing exercises 15%

- In-Sem. Exam. 20%

- End-Sem. Examination 35%

- If any instance of plagiarism, copying and cheating is detected an "F" would be given as the final grade irrespective of any other things.

## NBA Program and Program-Specific Outcomes

**P5 Modern tool usage** yes

**P6 Eng. and society** yes

**P8 Ethics** yes

**P9 Ind. and team work** yes

**P10 Communication**  yes

**P12 Life-long learning**  yes

**PSO 3**  yes