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Communication and Technical Writing (lecture-2)

•7 C's of communication

• Clear

• Correct

• Complete

• Concrete

• Concise

• Consideration

• Courteous

• Various types of communication

•Written

•Oral + Verbal

•Body Gestures

•Electronic

Each of the above types can be divided into below classes

•One to One

•One to Many

• Technical Communication

• Technical Writing

• Thesis

• Paper

• Report

• Memo

• Proposal

• Tech. Presentation

• Progress Report

• Viva

• Project review

• Seminar

• Lecture

General Rules:

Fact-1

• Technical Communication is an ART.

Fact-2

• Supervised Practice makes you better.

Fact-3

• Writing and Presentation is for OTHER PERSONS - not for yourself.

Fact-4

• Technical writing or presentation is for some GAIN.

(Gain = M.Tech, PhD, job, Project money, promotion, fame, recognition, award)

Fact-5

• Know / Understand the SUBJECT THOROUGHLY before Writing / Presentation.

Lecture 3:

Fact-6

NO CHEATING.

Fact-7

Speak the truth, Say nice things, Do not speak the truth that is not nice.

Free softwares for writing/presentation

Publish in a journal

For reporting new work, significant work

Job requirement in teaching and research

For prestige, reputation, promotion

Journal papers

More prestige

More importance

Archived for future

What is a journal?

Regularly published

Soft bound collection of articles/papers

Devoted to one subject area

High quality professional articles

Each journal = own style

A team of Editors - well known professionals

Each articles is reviewed by 2-5 reviewers

Reviewers = well known professionals selected by editors

Articles = letters (1-3 pages), reviews ( invited and many pages), invited or contributed articles (8-10 pages)

Identified by a volume no. , Issue no. , Page no., Year

Archived in libraries according to volume numbers or year