

(Proposed from A.Y 2020-2021)

NIRMA UNIVERSITY
Institute of Technology
Bachelor of Technology (All)
Semester V/VI

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Course Code	HSXXX
Course Title	Technical Writing

Course Learning Outcomes (CLO):

At the end of the course, students will be able to-

- Participate actively in writing activities (individually and in collaboration) that model effective scientific and technical communication in the workplace.
- Understand how to apply technical information and knowledge in practical documents for a variety of a.) professional audiences (including peers and colleagues or management) and b) public audiences.
- Practice the unique qualities of professional writing style, including sentence conciseness, readability, clarity, accuracy, honesty, avoiding wordiness or ambiguity, previewing, using direct order organization, objectivity, unbiased analyzing, summarizing, coherence and transitional devices.

Syllabus:

Teaching hours:

Unit I: An Introduction to Technical Writing

15

Technical writing vs. General writing b. Purpose, importance and characteristics of technical writing, Objectives of technical writing: Clarity, conciseness, accuracy, organization, ethics, Audience recognition and involvement: High tech audience, low-tech. audience, gender neutral language.

Unit II: Memorandum

02

Objectives, difference between memos, letters and emails. Criteria and format for writing and memos.

Unit III: Technical description

02

Criteria and process, Technical instructions for user's manual

Unit IV: Report Writing

05

Characteristics, types and writing of various reports: feasibility reports, inventory report, mishap report, progress report, laboratory report

Unit V: Letter- writing

07

Business letters- order, complaint, inquiry, Job-applications, Resume

Unit VI: Business Proposals **05**
Types & formats

Unit VII: Graphic representation of Technical Data, SOP writing, Promotional Writings **04**

Technical Brochure designing ,Content writing for Websites (For promotional and troubleshooting purposes), Writing Fliers and Newsletters

Unit VIII: Academic Writing **05**

Summaries, abstracts and instructions, Case studies on Technical Writing

Self -Study:

The self-study contents will be declared at the commencement of semester. Around 10% of the questions will be asked from self-study contents.

Suggested Readings^:

1. Sharon J. Gerson and Steven M. Gerson, Technical writing – process and product ,Pearson Education Asia .
2. Andrea J. Ratherford ,Basic Communication Skills for Technology, Pearson Education Asia
3. Pfeiffer, W.S. and T.V.S. Padmaja. Technical Communication. Pearson.
4. Muralikrishna and Sunita Mishra. Communication Skills for Engineers. Pearson
5. CharlesW.Knisely and KarinI.Knisely.Engineering Communication. Cengage

L = Lecture, T = Tutorial, P = Practical, C = Credit