

BHM-201 SCIENTIFIC AND TECHNICAL WRITING (L-T-P: 2-0-0)

Course Category:	Humanities & Social Science Elective (HSSE)
Pre-requisite Subject:	None
Contact hours/week:	02 Hours Per Week
No of Credits:	Lecture: 2, Tutorial: 0, Practical: 0 (Total Credit: 03)
Course Assessment Methods:	Continuous assessment through tutorials, attendance, home assignments, quizzes, two Minor Tests and one Major Theory Examination.

Course Objectives: To Prepare Professionals with a view to developing the power of know-how of the subject and enhance them face challenges in English language.

Course Outcomes: The students are expected to be able to demonstrate the following knowledge, skills, and attitudes after completing this course

1. Overcome the problems he/she faces in oral and written communication.
2. Acquire knowledge of and methods for using technical communication, such as, reports, proposals and business letters etc.
3. Use and practice compositions correctly.
4. Enhancing word power by counselling scientific literature.
5. Focusing on effortless speaking and writing.
6. Give Presentations in different sessions and make self-appraisal

Unit-I

Language Vs communication: Communication as coding and decoding – signs, symbols & pictograph – verbal and non –verbal symbols – Language & communication; Types of Communication- functional, situational, verbal, and non-verbal, interpersonal, group, interactive, public, Mass Communication. Thinking and Articulation – cognitive, affect, critical, creative aspects of articulation.

Skills of Language Acquisition: Natural Language Acquisition Skills: Listening, Speaking, Reading & Writing {LSRW}; Language Acquisition Through Training: Listening, Speaking, Reading, Writing, Grammar & Vocabulary {LSRWGV}

Phrase, Clause & Sentence: Professional Drafting-Simplicity, Clarity and Conciseness of a Presentation, Differentiating between Professional & Creative Writing, Blending of Artistic/Professional Writing, Avoiding gender, racial and other forms of bias in Professional Writing, Pre Writing, Drafting and Re-writing.

Processing Professional Data: Data Collection, Literature Review, Data Analysis, Drafting Data & Deriving Inferences.

Unit-II

Technical Paper Writing: Professional Paper Elements-Front Matter of a Paper, Main Text of a Paper, End Matter of a Paper: Organising References and Bibliography, Order of a thesis and Paper Elements, Concluding Remarks. **Methods of Research Paper Writing:** Identification of Author and His Writing-Author's name and Affiliation, Joint Authorship of a Paper, Identification of Writing-Title, Keywords, Synopsis, Preface and abstract. Drafting Research Article & Methodology.

Thesis/Dissertation Writing: Thesis Elements-Front Matter of a Thesis, Main Text of a Thesis, End Matter of a Thesis, Specimen—Thesis and Research Paper, Chapters and Sections-Introductory Chapters and Sections, Statement of the Problems, Plan and Scope, Core Chapters and Sections-Theoretical Analysis and Synthesis, Basic Assumption and Hypothesis.

Professional Presentation & Seminar Delivery Tools: Designing the Presentation; Establishing the Objectives. Making Professional Power Point Presentations, Signalling Structure of Presentation through Sentences and Crisp Phrases, Preparing Notes for Professional/Technical Presentation, Text Animation, White Board, Flip Charts, Diagrams, Preparing Cards. Seminar Presentations: Purpose modes and methods. Nascent Emerging Platforms for On-line Presentations viz. Zoom, Webex, Team & Meet etc.

Unit -III

Introduction to Generation-Z, Cyber Identity & Professional Netiquettes for Netizens: Drafting E-mails, Blogs on social media, Videoconferencing, Managing Profiles on social media. What to Write and Share on social media.

Professional Drafting: Letters Vs E-mails, Formal and Informal mails, Parts of e-mails, Types of e-mails, Managing tone of E-mail & Business Letters, Examples of Letters & E-mail, Professional Correspondence through E-mail, Job Applications & Covering Letters. Introduction to DOs (Demi-Official Letters)

Conducting Professional Meeting: Pre-meeting Preparation, During Meeting: Action Taken Report (ATR) & New Agenda Points Post Meeting Follow ups. Notice, Circular, Agenda & Minutes.

Career & Correspondence: Developing a Professional C.V, Bio Data & Resume Building. Report Writing, Kinds of Reports, Length of Report, Parts of a Report, Terms of Reference, Collection of Facts, Outlines of Report, Examples of Report, Technical Proposal, Elements of Proposal, Examples of Proposal, drafting of proposal.

Unit-IV

Professional Interviews- Interview skills-body language, gesture, posture, tips, and tactics of interview. Professional interview of an expert. Questioning & Answering Skills.

Case study- objectives, methods, examples of various case-study.

Audience Analysis in Technical Writing: Industrial vs. non-industrial users; Exploring primary, secondary, tertiary users in contexts of production and use; Creating personas; Multicultural issues; Analysing real-world examples. Estimating, tracking, and managing tech writing projects. Determine the project scope, Estimates and schedules, Assemble the team, provide resources and leadership, Evaluate the project, Appendixes and Annexure, References, Peripherals—Official Formalities, Rights and Permission, Certificate and Copyright, Dedication, Acknowledgement, Correspondences. Managing Tone in Writing.

Project Writing: Elements of a Professional Project Making: Making a final Project on topics, given by the instructor, Result & Discussion.

Text and Reference Books

1. Acharya Anita. (2012) *Interview Skills- Tips & Techniques*. Yking Books, Jaipur.
2. Basu, B. N., (2008) *Technical Writing*, PHI Learning Pvt. Ltd., New Delhi.