

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI, KK BIRLA GOA
CAMPUS**

INSTRUCTION DIVISION Course Handout (Part II)

Second Semester 2017-2018 (January to May)

Date: 03/01/2018

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: Rayson K. Alex (Sec.1)

**Instructors: Nilak Datta (Sec. 2), Amitendu Bhattacharya (Sec.3), K. A. Geetha (Sec.4),
Parichay Patra (Sec.5)**

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 Mohan K., *Business Correspondence and Report Writing: A Practical Approach to Business and Technical Communication*. New Delhi: Tata McGraw Hill, 2011. Print.

3. Reference Books:

- (i) Raman, Meenakshi and Sangeeta Sharma. *Technical Communication: Principles and Practice*. New Delhi: Oxford University Press, 2011. Print.
- (ii) Mohan, Krishna and Meenakshi Raman. *Advanced Communicative English : A Comprehensive Course for Undergraduate Learners*. New Delhi : Tata McGraw Hill, 2010. Print.

4. Course Plan:

Offered over 15 weeks, the 30 discussion-cum-practice classes of this course are presented in video modules which have been uploaded in the Photon server. You need to go through the videos and try to comprehend the content so that the classes can be used for interactions and practice. There will be two contact classes every week to discuss the videos and get the doubts clarified. **Please find overleaf the Schedule of Classes along with the text/ video reference.** Evaluation pattern is given at the end of this handout:

Session No.	Topic & Chapter No.	Sub Topics	Video No.
1	Introduction	Course Overview: Importance, topics	1.0
2-3	Professional Communication: An Overview (Ch.1,3,4)	Process, Types, Barriers	1.1 to 1.5 2.1 to 2.5
4-6	Group Discussion (Ch.30)	Group Discussion : Introduction, Evaluation Criteria, Individual and Team Behavior	7.1 to 7.5
		Group Discussion : Introduction, Discussion, Conclusion, Dos and Don'ts	
7-8	Elements of Effective Writing (Ch.19)		3.1 to 3.5 (Self learning & class interaction)
		Principles	
		Words & Phrases	
		Sentences	
		Paragraph writing	
		Practice	
9-10	Art of Condensation (Ch.32)	Introduction to Précis Writing	4.1 to 4.4
		Writing a Précis	
11-12	Technical Reports (Ch.15)	Understanding reports : Definition, Importance, Characteristics	9.1 to 9.4
		Types of reports : Informational, Interpretive, Routine	
13-19	Preparatory Steps to Writing Reports (Ch.17)	Preparatory steps ; Purpose, Audience and Data Collection	10.1 to 10.5
		Personal & Telephone Interview Questions	
		Questionnaire : Planning & Preparation	
		Questionnaire : Samples	
		Organizing the content : Patterns, Principles	
		Outline : Preparation	
20-25	Structure of Reports (Ch.16, 20, 22, 23, 26)	Elements of structure	11.1 to 11.5 12.1 to 12.5 6.1 and 6.2
		Prefatory Parts	
		Main Text: Introduction and Discussion	
		Main Text : Conclusions; Recommendations	
		Supplementary Parts	
		Memo Reports : Format, Structure, Content	
26-28	Presenting Reports (Ch.24)		5.1 to 5.5
		Professional Presentation : Purpose, Audience, Location, Structure, Outline	
		Professional Presentation : Delivery	

		Modes, Body Language, Voice, Visual Aids	

Evaluation Scheme (100% = 200 marks)

S.No .	Evaluation Component	Weightage %	Duration	Date & Day	Remarks
1.	Group Discussion * Class Assignment	7.5% (15 marks)	15 minutes for groups of 6 students	Last week of January / First week of February (Feb. 1, 6 and 8?)	Group Activity
2.	Online Quiz in CC * Class Assignment	5% (10 marks)	15-20 minutes	Last week of February (24 February - Saturday?) (The quiz will be conducted in batches, combining sections, the details of which will be communicated in class)	Closed Book
3.	Mid Sem.	30% (60 marks)	1.5 Hours	08/03/18, Thursday (02.00 to 03.30 p.m.)	Open Book
4.	Team Report * Class Assignment	15% (30 marks)		First/Second week of April	Group Activity
5.	Comp Exam	40 % (80 marks)	2 Hours	08/05/18 (FN)	Closed Book

Class Attendance and Participation (5 marks)

Chamber Consultation Hour: To be announced by the respective section instructors

Rayson K. Alex

Instructor-in-Charge