BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
INSTRUCTION DIVISION
FIRST SEMESTER 2017-2018
Course Handout (Part II)

Date: 02/08/2017

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 : KUMAR SANKAR BHATTACHARYA

Instructors   : Pushp Lata, Sangeeta Sharma, Virendra Singh Nirban, Somdatta Bhattacharya

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 present them to an audience effectively.

2. **Textbook:**

Sharma, R.C. and K. Mohan. 2016. *Business Correspondence and Report Writing*. Fifth Edition. New Delhi: Tata McGraw Hill.

3. **Reference Books:**

(i)   Raman, Meenakshi and Sangeeta Sharma, 2011. *Technical Communication: Principles and Practice*. Second Edition. New Delhi: Oxford University Press.

(ii)   Gerson, Sharon J and Stern M. Gerson. 2000. *Technical Writing: Process and Product.* Third Edition. India: Pearson Education Asia.

(iii)   Mohan, Krishna and Meenakshi Raman. 2010. *Advanced Communicative English*. New Delhi: Tata McGraw Hill.

4. Course Plan:

Lec. No	Learning Objectives	Topics to be covered	Ref. Ch. /Sec. No.	Learning Outcome
1-2	To give an insight into the communication process and its importance in day-to-day activities	Communication: Definition and Process	Textbook Ch.1	Understanding the importance, process and types of communication in general, and of business communication in specific. Identifying communication barriers, overcoming them and applying appropriate communication skills across settings, purposes, and audiences.
3	To introduce the elements of effective writing; To give practical hints to make one's writing more effective: choice of words, phrases, and sentences	Elements of Effective Writing- Choice of Words and Phrases	Ch. 19 ; Ref. (i): Ch. 13&14	Developing skills for choosing and using appropriate words and phrases in sentence construction. Identifying and eliminating clichés, circumlocution, redundancy and ambiguity from one's writing to make cohesive, comprehensible and complete paragraphs.
4	To make students conscious of various aspects of writing: sentence construction, sentence length and word order	Effective Writing- Sentence Construction and Length	-----do-----	
5	To provide practice in effective writing	Practice	-----do------	
6	To define technical reports and tell about their characteristic features	Technical Reports	Ch. 15; Ref.(i) Chapter 18	Understanding the importance of technical reports for the professionals and knowing the different formats of reports and their significance.
7-8	To introduce various types of reports; to give practice to prepare routine reports	Types of Reports	Ch. 15; Ref.(i) Chapter 18	
9	To discuss various steps involved in report writing; planning and preparation: from data collection	Preparatory Steps	Ch.17	Understanding and applying the preparatory steps for effective report writing.

	to outline making			
10-11	To discuss various sources for data collection.	Sources of Data	Ch. 17	Learning the primary and secondary methods of data collection and implementing the nuances involved in questionnaire designing.
12-13	To familiarize students with all the methods of data collection	Methods of Data Collection	Ch. 17	
14-15	To provide guidelines for preparing mail questionnaire; to give adequate practice in preparing a questionnaire	Mail Questionnaire	Ch. 17; Ref. (i) Ch.18	
16-19	To give an understanding of various structural elements of a report; to provide practice	Report Structure	Ch. 16	Understanding structural elements of a technical report.
20-21	To give insight into data analysis with the help of illustrations	Data Analysis & Illustrations	Ch. 20	Analyzing data from given illustrations.
22-24	To provide practice in writing reports	Report writing	Ch.22 and 23	Constructing complete technical reports from given information.
25-27	To provide an understanding of shorter reports; when and how to use them	Memo Report & Letter Report	Ch. 23, 26; Ref. (i): Ch.18	Understanding the utility and structural elements of shorter reports like memo and letter reports.
28-29	To make students aware of various aspects of oral presentations of reports; to provide guidelines for effective presentations of reports	Oral Presentation of Reports	Ch. 24	Understanding and applying the rules/methods for effective oral presentation of reports.

After completing this course the students will be able to:
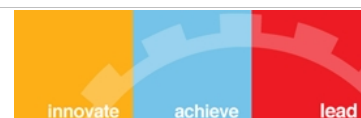
1) Choose ideal form/s of effective oral/written communication.
2) Have basic concepts of technical reports in terms of their structure and function.
3) Collect, understand and analyze various forms of data for effective writing/presentation of reports.
4) Apply acquired knowledge in real life scenarios for report writing and presentation.

5. **Assignments:** The following items to be done as class assignments:

	Topic	Marks	
i)	Assignment 1	30	(30 Minutes OB)
ii)	Report Assignment	40	(90 Minutes OB)

6. Self Learning: Textbook Chap.1; Ref. (iii). Ch.3, 5, 11, 12, 13

7. Evaluation Scheme:

EC No.	Component	Duration	Marks	Date & Time	Nature
1	Mid-Semester	90 min	50	11/10 11:00 - 12:30 PM	CB
2	Comprehensive Exam	2 hours	80	6/12 AN	OB

8. **Chamber Consultation Hours:** To be announced in the class.

9. **Notices:** Notices concerning the course will be on Nalanda.

10. **Makeup Policy**: Makeup will be granted only when the **prior permission** is taken from the instructor. A written request is to be made to the IC through the individual instructor.

INSTRUCTOR-IN-CHARGE
BITS F112