



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 : Santosh Mahapatra
Instructors : M. G. Prasuna and Maya Vinai

1. Scope and Objective of the Course

The main objective of the course is to help the learners develop skills in writing technical reports and presenting them to an audience effectively.

2. Textbook

Sharma, R.C. and K. Mohan. 2011. *Business Correspondence and Report Writing*. Fourth Edition. New Delhi: Tata McGraw Hill.

3. Reference Materials

- i) Dorothy E. Zemach and Lisa Rumisek. 2003. *College Writing*. Macmillan.
- ii) Sarah Philpot and Lesley Curnick. 2013. *Headway Academic Skills: Introductory: Listening, Speaking, and Study Skills Student's Book*. OUP.
- iii) Sarah Philpot and Lesley Curnick. 2013. *Headway Academic Skills: Introductory: Reading, Writing, and Study Skills Student's Book*. OUP

Relevant materials from the web will also be used.

4. Course Plan

Lecture No.	Learning Objectives	Topics to be covered	Chapter in Text Book
1	Introduction	Course Overview: Importance, objective, topics and assessment	
2-9	Elements of Effective Writing	Words, phrases, linkers and sentences Paragraph writing Writing practice	(Chapter 19)
10-12	Reading and note-making	Reading short articles, reports and making notes Strategies	(reference)
13-14	Art of Condensation	Writing a Précis	(Ch.32)

15-16	Technical Reports	Understanding reports : Definition, Importance, Characteristics Types of reports Samples	(Ch.15)
17-21	Structure of Reports	Structure Abstract/Executive Summary Title Content page Analysis Findings and suggestions Conclusion References	(Ch. 15)
22-25	Presenting Reports	Professional Communication : Verbal and Nonverbal ; Formal and Informal Professional Presentation : Purpose, Audience, Location, Structure, Outline Professional Presentation : Delivery Modes, Body Language, Voice, Visual Aids Barriers to Communication: Intrapersonal, Interpersonal, Organizational	(ch.1,3,4,24)
26-28	Listening and Note-taking	Listening to presentations/lectures Note-taking strategies Types	(reference)
29-30	Group Discussion	Group Discussion : Introduction, Evaluation Criteria, Individual and Team Behavior Group Discussion : Introduction, Discussion, Conclusion, Dos and Don'ts	(Ch.30)

5. Evaluation Scheme (100% = 200 marks)

S.No .	Evaluation Component	Weighting (in %)	Duration	Date & Day	Remarks
1	Test 1	15	1 Hour	13/9, 4.00--5.00 PM	Closed Book
2	Test 2	15	1 Hour	21/10, 4.00--5.00 PM	Open Book
3	Class Assignments*	30	-	Will be announced in the class	
4	Comp Exam	40	3 Hours	06/12 FN	Closed Book

6. Chamber Consultation Hours: To be announced in the class.

7. Notices: Notices concerning the course will be displayed on Department of Humanities and Social Sciences Notice Board and the CMS.

Santosh Mahapatra (I/C)