Maulana Abul Kalam Azad University of Technology, West Bengal
(Formerly West Bengal University of Technology)
SYLLABUS FOR BACHELOR OF TECHNOLOGY IN MECHANICAL ENGINEERING
(Effective from academic session 2018-19)

Subject Code : HM-HU501	**Category:** Humanities and Social Sciences
Subject Name : Humanities I (Effective Technical Communication)	**Semester** : Fifth
L-T-P : 3-0-0	**Credit: 3**
Pre-Requisites: Basic English	

Course Objectives:

The course aims to teach students the principles of technical communication for their academic and professional needs, focusing on essential written and oral skills for presenting technical information effectively.

Course Contents:

Module No.	Description of Topic	Contact Hrs.
1	Information Design and Development- Different kinds of technical documents, Information development life cycle, Organization structures, factors affecting information and document design, Strategies for organization, Information design and writing for print and for online media.	7
2	Technical Writing, Grammar and Editing- Technical writing process, forms of discourse, Writing drafts and revising, Collaborative writing, creating indexes, technical writing style and language. Basics of grammar, study of advanced grammar, editing strategies to achieve appropriate technical style. Introduction to advanced technical communication, Usability, Hunan factors, Managing technical communication projects, time estimation, Single sourcing, Localization.	8
3	Self Development and Assessment- Self assessment, Awareness, Perception and Attitudes, Values and belief, Personal goal setting, career planning, Self-esteem. Managing Time; Personal memory, Rapid reading, Taking notes; Complex problem solving; Creativity	6
4	Communication and Technical Writing- Public speaking, Group discussion, Oral; presentation, Interviews, Graphic presentation, Presentation aids, Personality Development. Writing reports, project proposals, brochures, newsletters, technical articles, manuals, official notes, business letters, memos, progress reports, minutes of meetings, event report.	8
5	Ethics- Business ethics, Etiquettes in social and office settings, Email etiquettes, Telephone Etiquettes, Engineering ethics, Managing time, Role and responsibility of engineer, Work culture in jobs, Personal memory, Rapid reading, Taking notes, Complex problem solving, Creativity.	7

Course Outcomes:
After completing this course, the students will be able to

1. Understand the dynamics of Verbal and Non Verbal aspects of technical communication
2. Practice multi-step writing process to plan, draft, and revise reports, correspondence, and presentations.
3. Illustrate and examine the knowledge of ethical aspects of engineering
4. Demonstrate and explain social and professional etiquettes
5. Plan self-development and practice self-assessment to function on multi-disciplinary teams.

Learning Resources:
1. D.F. Beer and D. McMurrey, Guide to Writing as an Engineer, John Willey, New York, 2004
2. D. Hacker, Pocket Style Manual, Bedford Publication, New York, 2003.
3. S. Khera, You Can Win, Macmillan Books, New York, 2003.
4. R. Sharma, Technical Communications, Oxford Publication, London, 2004.
5. D. Jungk, Applied Writing for Technicians, McGraw Hill, New York, 2004.
6. R. Sharma and K. Mohan, Business Correspondence and Report Writing, 5th Edition, McGraw Hill Education, 2017.
7. Xebec, Presentation Book, McGraw Hill Education India, New Delhi, 2000.