Maulana Abul Kalam Azad University of Technology, West Bengal
(Formerly West Bengal University of Technology)
Syllabus for B. Tech in Civil Engineering
(Applicable from the academic session 2018-2019)

CE(HS)301	Humanities-I (Effective Technical Communication)	3L + 0T	3 Credits
Module 1	Information Design and Development- Different kinds of technical documents,Information development life cycle, Organization structures, factors affecting information anddocument design, Strategies for organization, Information design and writing for print and for onlinemedia.	4L	
Module 2	Technical Writing, Grammar and Editing- Technical writing process, forms of discourse,Writing drafts and revising, Collaborative writing, creating indexes, technical writing style andlanguage. Basics of grammar, study of advanced grammar, editing strategies to achieve appropriatetechnical style. Introduction to advanced technical communication, Usability, Hunan factors,Managing technical communication projects, time estimation, Single sourcing, Localization.	8L	
Module 3	Self Development and Assessment- Self assessment, Awareness, Perception andAttitudes, Values and belief, Personal goal setting, career planning, Self-esteem. Managing Time;Personal memory, Rapid reading, Taking notes; Complex problem solving; Creativity	8L	
Module 4	Communication and Technical Writing- Public speaking, Group discussion, Oral;presentation, Interviews, Graphic presentation, Presentation aids, Personality Development. Writingreports, project proposals, brochures, newsletters, technical articles, manuals, official notes, businessletters, memos, progress reports, minutes of meetings, event report.	8L	
Module 5	Ethics- Business ethics, Etiquettes in social and office settings, Email etiquettes,Telephone Etiquettes, Engineering ethics, Managing time, Role and responsibility of engineer, Workculture in jobs, Personal memory, Rapid reading, Taking notes, Complex problem solving,Creativity.	8L	
Reference	1. David F. Beer and David McMurrey, Guide to writing as an Engineer, John Willey. New York, 2004 2. Diane Hacker, Pocket Style Manual, Bedford Publication, New York, 2003. (ISBN 0312406843) 3. Shiv Khera, You Can Win, Macmillan Books, New York, 2003. 4. Raman Sharma, Technical Communications, Oxford Publication, London, 2004. 5. Dale Jungk, Applied Writing for Technicians, McGraw Hill, New York, 2004. (ISBN: 07828357-4) 6. Sharma, R. and Mohan, K. Business Correspondence and Report Writing, TMH New Delhi 2002. 7. Xebec, Presentation Book, TMH New Delhi, 2000. (ISBN 0402213)	