

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI,
KK BIRLA GOA CAMPUS
INSTRUCTION DIVISION Course Handout (Part II)
First Semester 2024-2025

Date: 31/7/24

In addition to part I (General Handout for all courses appended to the timetable), this portion gives further specific details regarding the course.

Course No: BITS F112

Course Title: Technical Report Writing

Instructor-in-charge: Nilanjana Goswami

Instructors:

Sec 1	Sec 2	Sec 3
Nilanjana	Basavadatta	Geetha B
Reena	Pradhan	Harish
Mohan	Sayantani	Solano
Bidisha	Aswini	Rajiv
Rayson	Shalini	Nilak
Amitendu	K.A.Geetha	Kathryn

Scope and Objective of the course:

The main objective of the course is to help the learners develop skills in writing technical reports. The students will learn about the various stages involved in formulating a problem, conducting a study and presenting their findings in the form of a Technical Report.

2. Textbook:

Sharma, R. C. and Mohan K. (2016). *Business Correspondence and Report Writing: A Practical Approach to Business and Technical Communication (5th Edition)* New Delhi: Tata McGraw Hill.

3. Reference Books:

Ref.1: Anthony, L. (2010). *Presenting Research in Science and Engineering*. Tokyo, Japan: DTP Publishing

Ref. 2: Birkenstein, C. and Graff, G. (2014) *'They Say / I Say': The Moves That Matter in Academic Writing (3rd Edition)* New York: W. W. Norton & Company.

Ref. 3: Booth, W. C., Colomb, G. G. and Williams, J. M. (2008) *The Craft of Research (3rd Edition)*. Chicago: University of Chicago Press.

4. Course Plan:

Offered over 15 weeks, the 24 discussion-cum-practice classes of this course will follow offline classroom mode. Two contact classes every week will be used to develop technical report writing skills. The **Schedule of Classes, along with the text references is given below.**

Schedule of Classes

Session No.	Topic	Sub Topics	Chapter No. (Text Book/ Reference Material)
1	Introduction to the Course Academic writing	Course Overview; Communication as story telling	Mazurkewich, K (2018) ¹ -----
2 -3		Anatomy of Academic Writing and Types of Academic Writing	Branson (2004) ²
4-5	Technical Reports	Understanding Technical Reports; Definition, Importance, Characteristics; Types of reports : Informational, Interpretive, Routine	Text book, Chapter 15
6-7	Planning and Executing your Project	The process of formulating a Research Problem; Identifying a Topic, Narrowing the Scope, Asking questions, Looking for problems	Ref. 3: Chap. 3 & 4 Text Book Chap. 17
8-9		Reviewing the literature and revisiting the research problem	Ref. 2: Chap. 1, 2 & 3 Ref. 3: Chap. 5 & 6
10-12		Collecting new data; Working with different sources and devising data collection methods	Text Book, Chap. 14
13-15		Working with collected data; Analysing Data and Presenting information Concept Mapping	Text Book, Chap. 14
16-17	Thinking about Writing: Writing at the Macro Level	Audience; Purpose; Organization; Outline	Ref.1: Section 1, Unit 2
		Report Structure: Prefatory Parts, Main Body and Supplementary Parts Style: clarity, precision and language	Text Book, Chap. 13 & 15
	Drafting the Report: Flow, Style, Structure and Presentation	Writing Abstract	Ref.1: Section 2, Unit Eight
		Writing Introduction: Background, Objectives, Scope, Limitation, Methods of Data Collection, Overview	Ref.1: Section 2, Unit Five and Six

¹ Mazurkewich, K (2018) Technical Experts Need to Get Better at Telling Stories, Harvard Business Review. Online: <https://hbr.org/2018/04/technical-experts-need-to-get-better-at-telling-stories> [Accessed on 25 Oct 2020]

² Branson, R. D. (2004) 'The Anatomy of an Academic Article' in *Respiratory Care*, Vol. 49 (October), No. 10. Available online: <http://www.rcjournal.com/contents/10.04/10.04.1222.pdf> [Accessed on 5th June 2019]

18-21		Writing Discussion: Analysing Findings; Results; Explaining Results; Representing Data in Tables and Charts	Ref.1: Section 2, Unit Seven
		Structuring Information with Tables and Graphs	Text Book, Chap. 16
		Writing Conclusions and Recommendations	Text Book, Chap. 13
		Documentation and Report Formatting	Text Book Chap. 23
22		Automating your report	Workshop mode
23		Citation and References Ethics and Report Writing	Attached materials
24		Summing up	

Evaluation Scheme: Total 100 Marks

Sr. No.	Evaluation Component	Weightage %	Duration	Date & Day	Remarks
1.	Quiz 1	10	--	24.9.24	Individual
3	In-class Assignment	10%		To be announced	Group
4.	Technical Report	10%	--	Submission on 21.11.24	Group
5.	Mid Semester	30%	90 Min	7/10/24 [11.30-1PM]	Individual
6.	Comprehensive Exam	40%	120 Min	09/12/24(AN)	Individual

Nilanjana Goswami

Instructor-in-Charge