

Course Code	21CSC402P	Course Name	REPORT WRITING	Course Category	C	PROFESSIONAL CORE										L	T	P	C	
																2	0	0	2	
Pre-requisite Courses	Nil		Co- requisite Courses	Nil		Progressive Courses	Nil													
Course Offering Department		School of Computing			Data Book / Codes / Standards			Nil												
Course Learning Rationale (CLR):		The purpose of learning this course is to:				Program Outcomes (PO)												Program Specific outcomes		
CLR-1:	Employ an efficient process for planning and organizing information.					1	2	3	4	5	6	7	8	9	10	11	12	Engineering Knowledge Problem Analysis Design/development of solutions Conduct investigations of complex problems Modern Tool Usage The engineer and society Environment & Sustainability Ethics Individual & Team Work Communication Project Mgt. & Finance Life Long Learning PSO-1 PSO-2 PSO-3		
CLR-2:	Communicate the information to those who need it.					-	-	-	3	-	-	-	-	-	-	-	-			
CLR-3:	Demonstrate an understanding of the ethical implications of decisions and actions.					-	2	-	-	-	-	-	-	-	-	-	-			
CLR-4:	Express themselves effectively, professionally, and persuasively both orally and in writing.					-	-	-	-	-	-	3	-	-	-	-	-			
CLR-5:	Provide facts and results of an enquiry.					-	2	-	2	-	-	-	-	-	-	-	-			
Course Outcomes (CO):		At the end of this course, learners will be able to:				-	-	-	2	-	-	-	-	-	-	-	-	1		
CO-1:	Illustrates the current professional practices and concepts of writing reports.					-	2	-	-	-	-	-	-	-	-	-	-	1		
CO-2:	Discover sensible decisions by employing logical and critical thinking.					-	-	-	-	-	-	-	3	-	-	-	-	2		
CO-3:	Demonstrate the effective way of communications.					-	2	-	2	-	-	-	-	-	-	-	-	2		
CO-4:	Discuss about the competent in applying relevant techniques to commercial problems.					-	-	-	2	-	-	-	-	-	-	-	-	2		
CO-5:	Apply knowledge in ethical report writing.					-	-	-	2	-	-	-	-	-	-	-	-	2		
Unit-1 - Introduction6 Hour																				
Preparing to Write, Define the audience for report writing, Types of Reports, Planning -brainstorming and mind mapping, Formatting guidelines, Components of a report, Text of report.																				
Assignment1: Define the problem of the proposal, learn the report types, and submit an assignment with all components of a report.																				
Unit-2 - Research Methodology6 Hour																				
Defining the problem, Literature Review, Methodologies, and Findings Decision-Making Techniques, Collecting Appropriate Data, Analyzing Information and Interpreting Results, Effective Collaborative Writing																				
Problem-Solving Skills, Oral Report Assignments.																				
Assignment 2: Do the survey on existing system of the proposal, Identify the data collections, and submit an assignment																				
Unit-3 - Communication6 Hour																				
Communication Skills - Written Assignments, Oral Communication Activities: Class Discussions, Group Analysis of Problem Situations and Formal Oral Presentation, communication tools-Cloud-Based Collaboration Apps																				
Assignment 3: Conduct an oral presentation to evaluate the communication skills																				
Unit-4 - Layouts6 Hour																				
Technical knowledge: Logical sections, Cohesive subsections, Analyze and visual software packages, Data Storage and Retrieval, Layout and Proof-reading.																				
Assignment 4: Find the technologies to implement the problem defined																				
Unit-5 - Documentation6 Hour																				
Scope of the work, Literature review, computational details, Results and Discussions, Figures and Tables preparation, Conclusions and future works, Bibliography, Appendices. Uses of plagiarism detection tools																				
Case Study: Reports Writing for research proposals.																				
Assignment 5: Submit the complete project report with all components																				

Learning Resources	<ol style="list-style-type: none"> 1. Phillip A. Laplante <i>Technical Writing: A Practical Guide for Engineers, Scientists, and Nontechnical Professionals</i>, Second Edition (What Every Engineer Should Know), July 2019 2. Edith Cowan University. (n.d.). Report writing: Academic tip sheet [Fact sheet]. Retrieved from https://intranet.ecu.edu.au/data/assets/pdf/0018/20628/reportwriting.pdf 3. McKeown, J. Newcastle Business School: Postgraduate students manual 2016 (5th Ed.). Retrieved from GSBS6001 Blackboard course. 	<ol style="list-style-type: none"> 4. Anne Winckel and Bonnie Hart "Report Writing Style Guide for Engineering Students" School of Natural and Built Environments, University of South Australia, July 2002. 5. https://canvas.bham.ac.uk/courses/11845/pages/what-is-a-report?module_item_id=355522
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Learning Assessment									
	Bloom's Level of Thinking	Continuous Learning Assessment (CLA)						Final Examination (0% weightage)	
		Formative CLA-1 Average of unit test (20%)		Project Based Learning CLA-2 (60%)		Report and Viva Voce (20%)			
		Theory	Practice	Theory	Practice	Theory	Practice	Theory	Practice
Level 1	Remember	15%	-	--	15%	-	15%	-	-
Level 2	Understand	25%	-	-	20%	-	20%	-	-
Level 3	Apply	30%	-	-	25%	-	25%	-	-
Level 4	Analyze	30%	-	-	25%	-	25%	-	-
Level 5	Evaluate	-	-	-	10%	-	10%	-	-
Level 6	Create	-	-	-	5%	-	5%	-	-
	Total	100 %		100 %		100 %		-	

Course Designers		
Experts from Industry	Experts from Higher Technical Institutions	Internal Experts
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