

Course Code	Course Title	L	T	P	C	
BENG102P	Technical Report Writing	0	0	2	1	
Pre-requisite	Technical English Communication	Syllabus version				
		v. 1.0				
Course Objectives:						
1. To augment specific writing skills for preparing technical reports						
2. To think critically, evaluate, analyse general and complex technical information						
3. To acquire proficiency in writing and presenting reports						
Course Outcomes:						
1. Write error free sentences using appropriate grammar, vocabulary and style						
2. Synthesize information and concepts in preparing reports						
3. Demonstrate the ability to write and present reports on diverse topics						
Indicative Experiments						CO
1.	Advanced Grammar, Vocabulary and Editing Usage of Tenses - Adjectives and Adverbs - Jargon vs Technical Vocabulary – Abbreviations - Mechanics of Editing: Punctuation and Proof Reading Activity: Worksheets					1
2.	Research and Analyses Synchronise Technical Details from Newspapers - Magazines - Articles and e-content Activity: Writing introduction and literature review					2
3.	Systematisation of Information Techniques to Converge Objective-Oriented data in Diverse Technical Reports Activity: Preparing Questionnaire					2
4.	Data Visualisation Interpreting Data - Graphs - Tables – Charts - Imagery - Infographics Activity: Transcoding					2
5.	Introduction to Reports Meaning - Definition - Purpose - Characteristics and Types of Reports Activity: Worksheets on Types of reports					2
6.	Structure of Reports Title – Preface – Acknowledgement - Abstract/Summary – Introduction - Materials and Methods – Results – Discussion - Conclusion - Suggestions/Recommendations Activity: Identifying the structure of report					2
7.	Report Writing Data Collection - Draft an Outline and Organize Information Activity: Drafting reports					2
8.	Supplementary Texts Appendix – Index – Glossary – References – Bibliography - Notes Activity: Organizing supplementary texts					3
9.	Review of Final Reports Structure – Content – Style - Layout and Referencing Activity: Examining clarity and coherence in final reports					3

10.	Presentation Presenting Technical Reports Activity: Planning, creating and digital presentation of reports					3
Total Laboratory Hours					30 hours	
Mode of assessment: Continuous Assessment / FAT / Assignments / Quiz / Presentations / Oral examination						
Recommended by Board of Studies			28-06-2021			
Approved by Academic Council			No. 62	Date	15-07-2021	