BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, Pilani
Pilani Campus
AUGS/ AGSR Division

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

Course No   : BITS F112

Course Title   : Technical Report Writing

Instructor-in-Charge   : PUSHP LATA

Instructor(s)   : Kumar Sankar Bhattacharya, Muhammed Afzal P, Chintalapalli Vijayakumar**,** Paul Mathew, and Prateek

1. Course Description

Overview of communication; elements of effective writing; formal reports, types of reports, and preparatory steps for writing reports; methods and sources of data collection, data analysis and interpretation; and use of illustrations and report writing, and oral presentation

2. Scope and Objective of the Course

Technical reports are vital for engineering and science graduates to communicate their ideas. This course introduces technical report writing and teaches the techniques they need to construct well-written technical reports.

The objective of the course is to help the learners understand the process of communication, develop skills in writing technical reports and present them effectively to an audience.

3. Text Books

Sharma, R.C. and K. Mohan. 2016. *Business Correspondence and Report Writing*. Fifth Edition. New Delhi: Tata McGraw Hill.

4. Reference Books

(i)   Raman, Meenakshi and Sangeeta Sharm. 2011. *Technical Communication: Principles and Practice*. Second Edition. New Delhi: Oxford University Press.

(ii)   Gerson, Sharon J and Stern M. Gerson. 2000. *Technical Writing: Process and Product.* 5th Edition. New Delhi: Pearson Education Asia.

(iii)   Rhonda Liss and Jason Davis. 2012. *Effective Academic Writing* (The Researched Essay) Second Edition. Oxford : Oxford University Press.

5. Course Plan

Module No.	Lecture Session	Reference	Learning outcomes
1-2	Communication: Definition and Process	Textbook Ch.1 -4	Understanding the importance, process and types of communication in general, and business communication in specific; Identifying communication barriers, overcoming them and applying appropriate communication strategies across settings, purposes, and audiences

3	Eléments of Effective Writing- Choice of Words and Phrases	Ch. 20	Developing skills for choosing and using appropriate words and phrases in sentence construction; Identifying and eliminating clichés, circumlocution, redundancy and ambiguity from their writing to make cohesive, comprehensible and complete paragraphs for creating meaningful text
4	Effective Writing- Sentence Construction and Length	-----do-----	
5	Practice	-----do------	
6	Technical Reports	Ch. 17	Understanding the importance of technical reports for professionals and knowing different formats of reports and their significance
7-8	Types of Reports	Ch. 17	
9-11	Preparatory Steps	Ch.19	Understanding and applying the preparatory steps for writing effective reports
12-13	Sources of Data	Ch. 19	Understanding primary and secondary methods of data collection and implementing the nuances involved in designing questionnaires
14-15	Methods of Data Collection	Ch. 19	
16-17	Mail Questionnaire	Ch. 19	
18-19	Report Structure	Ch. 18	Understanding structural elements of a technical report
20-22	Data Analysis & Use of Illustrations	Ch. 21	Analyzing and interpreting data and using appropriate illustrations
23-25	Report writing	Ch.23 and 24	Constructing complete technical reports
26-27	Memo Report & Letter Report	Ch. 24, 26; Ref. (i): Ch.18	Understanding the utility and structural elements of shorter reports like memo and letter reports
28-29	Oral Presentation of Reports	Ch. 6	Understanding and applying the strategies/methods for effective oral presentation of reports

6. Evaluation Scheme:

Component	Duration (Minutes)	Weightage (%)	Date & Time	Nature of component (Close Book/ Open Book)
Mid Sem Test	90	30	Will be announced by AUGSD	CB
Assignments	Take Home 15-page report	30	Will be announced in the class	OB

Comprehensive Examination	2 Hrs.	40	30/06 AN	OB

7. Chamber Consultation Hour: To be announced in the class by the concerned instructor

8. Notices: Notices concerning the course will be displayed on Nalanda

9. Make-up Policy: Makeup will be granted only when **prior permission** is taken from the instructor. A written request is to be made to the IC through the individual instructor.

10. Note: Self Learning: Textbook Chs.1 & 4 Ref. (iii). Chs.3, 5, 11, 12, 13

Instructor-in-charge
Course No. BITS F112

*Business Correspondence & Report Writing
Sharma, R. C. and Krishna Mohan
TMH, 5th ed., 2017

http://www.expresslibrary.mheducation.com/pdfreader/business-correspondence-report-writing
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