Course Code	**COM301**			
Course Name	**Technical Communication**			
Credits	2			
Course Offered to	2nd Year Standing or higher			
Course Description	Technical Writing is a two-credit, practice-oriented course that provides a complete process for planning, writing, and editing technical documents, with a greater focus on critical thinking and structuring. Students will explore the principles of effective written communication and critical reading, examine a variety of professional writing samples to gain an understanding of the skills needed to successfully communicate through professionally written e-mails, scientific reports, proposals and reviews. They will also learn the techniques of objective reporting on scientific and technical material; strategies of reading and writing research papers; drafting research abstracts, creating research pitch, techniques of poster designing, and making presentations. Additionally, this course will also teach students to draft their resumes, academic cover letters, statement of purpose, make editorial changes, usage of resources for literature survey, plagiarism, and the specific use of style sheets.			

Pre-requisites				
Pre-requisite (Mandatory)	Pre-requisite (Desirable)	Pre-requisite(other)		
101	2nd Year Standing or higher	None		

Course Outcomes				
CO1	CO2	CO3	CO4	CO5
Students should be able to learn the principles of effective technical communication, that is, the ability to say something with clear logical progression of thoughts, cutting down on clutter, simplify obscure sentences to communicate with clarity of expression.	Students are expected to actively engage with the techniques and strategies of effective technical communication in their approaches to reading, evaluating and analysing a research paper; writing short research essays papers, including making the research pitch, organising sources and drafting literature review in the correct/required format, and writing abstracts.	Students are expected to present ideas/arguments of their technical writing through properly designed posters templates/presentations and short research papers. Additionally, the students will be able to note the issues of plagiarism in academic work and the importance of citation.	Students are expected to be able to critically engage with their own writing, make editorial changes, writing justification for topics chosen, and also objectively participate in self reviewing.	Students should be able to apply the strategies of effective communication to a. engaging in formal means of written communication including writing formal cover letters for specific official purposes; b. Designing other formal write ups like making short resume taking into account their academic

Week Number	Lecture Topic	COs met	Assignment/activity	
Session 1	Introduction to the principles of effective technical writing and the importance of avoiding clutter.	Technical Communication and learning strategies for effective writing - CO1	Class activity on reorganising complicated sentences, removing the clutter. Students solve a range of difficult, complex, long sentences to making simpler versions without changing the meaning or tampering with the essential information necessarily provided.	
Session 2	How to draft a short technical report? The session will focus on the discussion of a basic format including the following: Identifying the purpose/objective, drafting the justification, document the methodology following and the content, analysing results, and	CO2	Students write a short report on the exercise based on the rubric discussed in class. Class exercise: Creating a short scientific report.	
Session 3	students emphasising practical and efficient methods for reading research papers, Annotating strategies, creating mind maps for better comprehension.	CO1 & 2	Students read in groups a sample of a research paper following the reading strategies shared in class, make notes, and work on the initial phases of the mind map.	
Session 4	How to do literature survey on a topic, document and acknowledge the sources, write short review notes on specific topics. Notes on the pitfalls of plagiarism will be also be discussed.	CO1, 2, 3, & 4	Students work towards drafting literature review for their short research paper	
Session 5	How to write a research paper : Module 1 includes art of abstract writing, creating research pitch and an outline, understanding the structure-content coherence as within parts of a research paper. Notes on drafting proposals and statement of purpose based on	CO2 & 5	Students work on Abstract writing and research pitch for writing a short research paper	
Session 6	How to write a research paper : Module 2 includes Drafting the analysis, methodology and discussion of results, writing the conclusion, critically examining the segment wise progression, end/footnotes, and references. The session will also deal with self-editorial and peer-editorial techniques required for drafting a good	CO2 & 4	Students continue working on the paper which would also be evaluated	
Session 7	The techniques of poster designing and discussion of the short research paper.	CO3	Students work on designing poster based on a paper they are working in the past two sessions	
Session 8	Techniques of Communicating "one self" : How would you draft your CV and also write effective emails for research/professional communication showcasing your skills as a professional	CO5	Students write formal emails according to the topics given to them and also design their short resume.	

Assessment Plan				

Type of Evaluation	% Contribution in Grade			
Evaluation will be based on				
(a) Short scientific report	10			
(b) Review	10			
(c) Abstract	10			
(c) Research Pitch	10			
(d) Short paper	25			
(e) Poster	15			
(f) Formal emails/cover letter	10			
(g) curriculum vitae/resume	10			
Total	100			

Resource Material				
Session and Type of Resource	Title			
Session 1:Lecture slides	The lecture slides will be shared with students for a ready reference. the Slide contains examples of simplifying clutter and ways to arrive to well constructed sentences.			
Session 2: Lecture slides and Excepts from articles & websites for the exercise on scientific report writing.	Please refer to folder " 2" for the relevant resources.			
Session 3: Lecture slides, articles and journal papers	Please refer to folder "session 3" for the relevant resources.			
Session 4: Lecture slides, articles and journal papers	Please refer to folder "session 4" for the relevant resources.			
Session 5: Lecture slides, articles and journal papers	Please refer to folder "session 5" for the relevant resources.			
Session 6: Lecture slides, articles and journal papers	Please refer to folder "session 5" for the relevant resources for students			
Session 7: Lecture slides, articles and journal papers	Please refer to folder "session 7 for the relevant resources.			
Session 8 Lecture slides, articles and journal papers	Please refer to folder "session 8 for the relevant resources.			

Session	Additional engagement beyond class			
2	similar report based on a scientific experiment already done and published.			
3	Students will read, annotate and do a similar activity to be completed individually beyond the class hours			
4	Students work on the completion of the review article following the class discussions			
5	Students work on the outline and sources while planning to draft their short research paper			
6	Students work to complete their short research paper			
7	Students work to design their poster presentation			
8	Draft five formal emails on the topics given in class. Specific topics will be shared in class/or will be decided group wise.			