



G H RAISONI INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi and Recognized by DTE, Maharashtra)

An Autonomous Institute Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur

Accredited by NAAC with A+ Grade

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Department of Science & Technology Syllabus

MCA Semester-I

| MCAL107: Technical Writing & Drafting | | | | | | | | | | |
|---------------------------------------|----|-----|-------------|---------|------------------------------|-----|-----|-----------|-----|-------|
| Teaching Scheme | | | | Credits | Continuous Evaluation Scheme | | | | | |
| | | | | | Theory | | | Practical | | Total |
| Th. | Tu | Pr. | Total Hours | | TAE | CAE | ESE | Int | Ext | |
| 1 | - | - | 1 | 1 | 15 | 10 | 25 | - | - | 25 |

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| Course Objectives | 1. To develop skills that will enable to produce clear and effective scientific and technical documents. |
| | 2. To help the students to develop skills needed to successfully communicate in a modern world through written materials. |
| | 3. To enable the students with the confidence to use written communication in their workplace and personal experience beyond college. |
| Course Outcomes | 1. Students will understand how to follow the stages of writing process and apply them to technical and workplace writing tasks. |
| | 2. Students will understand the basic components and forms of technical writing. |
| | 3. Students will be able to read understand and interpret material on technology. |
| | 4. Students will be familiar with basic technical writing ,concepts and terms. |
| | 5. Students will be able to produce effective scientific and technical documents at their workplace |

Course Contents:

| Unit | Contents | Hours |
|-------------|---|--------------|
| I | Technical and Scientific writing, Scientific writing, technical writing purpose, form and style, web sites and tools used, types of technical documents. | 3 |
| II | Technical report writing Types of technical reports, format of technical reports, fonts, pagination, spacing and margins. Formatting, proofreading and finalizing report | 3 |
| III | Proposals Purpose, types of proposals, style and format of project proposal, sample proposal template, types of research proposal, format of research proposal. Research papers/articles, Manuals, White papers. | 4 |

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| Text Books | 1. Dr. Pratibha Mahato and Dr. Dora Thompson, Functional English for Technical students, Himalaya Publishing House |
| | 2. S.D. Shrama, A textbook of Scientific and Technical Communication Writing for Engineers and Professionals. |
| Reference Books | 1. Technical Communication, 9th edition by Mike Markel. |
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| On-line TL Material | |