

General
Technical Report Writing (Pre-requisite: Minimum of B Grade in Business Communication and Soft Skills I)

Course Title: TECHNICAL REPORT WRITING

(Pre-requisite: 'B' grade and above in business communication and soft skills I)

Course Objective: Gives an understanding on Principles and procedure of technical writing; attention to analyzing audience and purpose, organizing information, designing graphic aids, and writing such specialized forms as abstracts, instructions, and proposals.

Unit I: Technical Communication Basics: *Over View & Definition of Technical Communication*; A General Definition of Technical Communication; Major Traits of Technical Communication; Globalization and Cultural Awareness ***Profiling Audiences***: An Example of Technical Writing; Who Is the Audience? What Is the Audience's Task? What Is the Audience's Knowledge Level? What Factors Influence the Situation? Creating Audience Profiles; ***The Technical Communication Process***: An Overview of the Process; Planning Your Document Drafting and Finishing Your Document Editing; ***Technical Communication Style***: Write Clear Sentences for Your Reader; Write Clear Paragraphs for Your Reader Globalization and Style; Choose a Tone for the Reader Ethics and Style.

Unit II: *Researching*: The Purpose of Research; Questioning--The Basic Skill of Researching; Collecting Information from People; Collecting Published Information ***Designing Pages***: Using Visual Features to Reveal Content Using Text Features to Convey Meaning; Developing a Style Sheet and Template; ***Using Visual Aids*** The Uses of Visual Aids; Creating and Discussing Visual Aids; Using Tables; Using Line Graphs; Using Bar Graphs; Using Pie Charts; Ethics and Visual Effects ; Globalization and Visual Aids ; Using Charts Using Illustrations

Unit III: *Summarizing*; Creating Formal Definitions; Creating Informal Definitions; Developing Extended Definitions; Planning Your Definition; Describing; Planning the Mechanism, Description; Writing the Mechanism Description; Planning the Process Description; Writing the Process Description; Planning the Description of a Human System; Writing the Description of a Human System

Unit IV: Technical Communication Applications: 11. Sets of Instructions; Planning the Sets of Instructions; Globalization and Instructions; Writing the Set of Instructions; Field-Testing Instructions; Memorandums and Informal Reports; The Elements of Memos; The Elements of Informal Reports; Types of Informal Reports; Ethics and E-mail; ***Developing Websites***; Basic Web Concepts; Planning a Website or Web Document; Drafting; Testing; Ethics and Websites; Globalization/Localization and Websites

Unit V: Formal Reports: The Elements of a Formal Report; Front Material; The Body of the Formal Report; End Material; Recommendation and Feasibility Reports; Planning the Recommendation Report, Drafting the Recommendation Report; Planning the Feasibility Report; Writing the Feasibility Report; **Proposals:** The External Proposal; Planning the External Proposal; Writing the External Proposal; The Internal Proposal; Planning the Internal Proposal; Ethics and Proposals; Writing the Internal Proposal, **User Manuals:** Planning the Manual; Writing the Manual; Professional Communication: Oral Presentations; Planning the Presentation; Making an Effective Presentation; Globalization and Oral Presentations, APA & MLA method.

Recommended Text Books:

1. Daniel G. Riordan, Steven E Pauly, University of Wisconsin, Stout, "Technical Report Writing Today" 9ed, Biztantra Publications, New Delhi.

Recommended Reference Books:

1. Belford and Mike Markel, "Technical Communication" 9ed, 2009, New York: Bedford/St. Martin's, 2009; ISBN-13: 978-0312485979
2. kirandeep Kaur, Sharma Gagandeep, Project Management and Technical Report Writing , 2nd Edition, Mittal Deepshikha Publications, New Delhi