

2018-19

VASAVI COLLEGE OF ENGINEERING (Autonomous)
DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

TECHNICAL WRITING AND PROFESSIONAL PRESENTATIONS
(OPEN ELECTIVE) B.E.-3/4- V Semester and VI Semester

Duration: 3 hours/week	CIE-Marks-40
SEE- Marks 60	Credit-3
Course Code: U19OE010EH	QUIZ-3 ASSIGNMENTS-3

<p>Course Objectives This course introduces the principles and mechanics of technical writing for students of engineering. Students will learn *specific communications skills associated with reporting technical information and will write a series of papers ranging from process description and feasibility reports to research projects, project proposals, and statement of purpose, which are pre-requisites for start-up companies and getting into foreign universities as well. *how to make effective presentations as part of today's workplace demands.</p>	<p>Course Outcomes At the end of the course the student will be able to</p> <ol style="list-style-type: none"> 1. write effective reports 2. research and write project proposals and SoPs 3. make persuasive presentations
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UNIT I

A. TECHNICAL REPORTS- INFORMAL

Informal report formats, project and research reports

B. TECHNICAL REPORTS-FORMAL

Formal report components, feasibility reports, evaluation reports, Analytical and informational reports, executive summaries.

UNIT II

TECHNICAL WRITING IN BUSINESS CORRESPONDENCE

Components of a letter, types of electronic communication, effective emails, instant and text messaging guidelines.

UNIT III

Technical Resume, Curriculum Vitae, Bio-data, Cover letter, ~~RESUME~~ format & distribution.

Sum
31/5/19

HL
31 May 2019

Joy/Ham
31/05/2019

UNIT IV

A. PROFESSIONAL PRESENTATIONS

Paper presentations, Poster presentations, Powerpoint presentations, video demos and tutorials

B. Video demos and tutorials

Storyboard writing, e-learning methods; video demos, training videos, webinars, conducting surveys, questionnaire, assessments, quiz, introduction to e-learning tools; Adobe Captivate, TechSmith Camtasia.

UNIT-V

HOW TO WRITE PROPOSALS AND STATEMENT OF PURPOSE

Types of proposals, persuasive elements, requests for proposals, stating your objective

METHODOLOGY:-

Case Studies
Demonstration
Expert lectures
Writing and Audio-visual lessons

ASSESSMENT :-

Online assignments
Individual and Group Presentations

Learning Resources:-

1. Effective Technical Communication, M Ashraf Rizvi, Tata McGraw-Hill Education, 2005
2. Raman, Meenakshi & Sangeeta Sharma. Technical Communication: Principles and Practice. Second Edition. New Delhi: Oxford University. Press, 2011.
3. Hacking Your Statement of Purpose: A Concise Guide to Writing Your SOP, Milena Young, 2014.
4. How to prepare a *feasibility study*: a step-by-step guide including 3 model studies. Front Cover. Robert E. Stevens, Philip K. Sherwood. Prentice-Hall, 1982.
5. Successful Presentations (with DVD): John Hughes & Andrew Mallett. Oxford university Press.

<p><i>Jaqueline</i> 3/15/19 Dr. Jacqueline Amaral Head and Chairman, BOS Vasavi College of Engineering Ibrahimbagh Hyderabad-31</p>	<p><i>C. Muralikishna</i> 3/15/19 Prof. C.Muralikishna OU, Nominee for Vasavi College of Engineering- BoS for English Dpty.Coordinator-UG,SAP,DRS- Dept. of English -UCASS, Osmania University, Hyderabad</p>
<p>Mr Joy Hans Division Director Toastmasters International. Consultant & Corporate Trainer Learning Partners Pvt. Ltd Career Coaches Pvt. Ltd Academic Advisor KIET group of colleges Kakinada</p> <p><i>Joy Hans</i> 3/15/19</p>	<p><i>Joy Anuradha</i> 3/15/19 Dr. Joy Anuradha Centre for English Language Studies in the University of Hyderabad. Hyderabad Central University</p>