

VASAVI COLLEGE OF ENGINEERING (Autonomous)
IBRAHIMBAGH, HYDERABAD – 500 031

DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES

OPEN ELECTIVE B.E.-3/4- V Semester

Course Name: TECHNICAL WRITING AND PROFESSIONAL PRESENTATIONS
Common to all branches

L: T: P (Hrs/Week): 3	SEE Marks: 60	Course Code: U19OE010EH
Credits: 3	CIE Marks: 40	Duration of SEE: Hours: 03

COURSE OBJECTIVES	COURSE OUTCOMES
<p>The course will enable the students to:</p> <ul style="list-style-type: none">➤ understand the principles and mechanics of technical writing for students of engineering.➤ comprehend 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.➤ make effective presentations as part of today's workplace demands.	<p>At the end of the course the student will be able to</p> <ol style="list-style-type: none">1. write effective reports2. research and write project proposals and SoPs3. make persuasive presentations

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, Biodata, Cover letter, resume format.

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: -

ASSESSMENT: -

Case Studies
Demonstration
Expert lectures
Writing and Audio-visual lessons

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.

The break-up of marks for CIE:

Internal Tests (2); Quiz Tests (3) + Assignments (3)

1. No. of Internal Tests	:	<input type="text" value="2"/>	Max. Marks for each Internal Tests:	<input type="text" value="30"/>
2. No. of Assignments	:	<input type="text" value="3"/>	Marks for each Assignment :	<input type="text" value="5"/>
3. No. of Quizzes	:	<input type="text" value="3"/>	Max. Marks for each Quiz Tests :	<input type="text" value="5"/>

Duration of Internal Tests : 90 Minutes

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15/7/19

For HOD
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12/7/19