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

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

TECHNICAL WRITING AND PROFESSIONAL PRESENTATIONS

Instruction : 3 Hours	SEE : 60	Course code : U19OE010EH
Credits : 3	CIE : 40	Duration of SEE : 3 Hours

Course Objectives	Course Outcomes
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.	**At the end of the course the student will be able to** 1. write effective reports 2. research and write project proposals and SoPs 3. 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, Bio-data, Cover letter, resume format distribution.

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   Online assignments
Demonstration   Individual and Group Presentations
Expert lectures
Writing and Audio-visual lessons

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.