

**VASAVI COLLEGE OF ENGINEERING (AUTONOMOUS), HYDERABAD  
DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES**

**COURSE NAME-TECHNICAL WRITING AND PROFESSIONAL PRESENTATIONS  
(Open Elective) SYLLABUS FOR B.E. 2/4 – IV SEMESTER**

**W.E.F-2024-2025**

<b>Instruction: 3 Hours</b>	<b>SEE: 60</b>	<b>Course code: U23OE020EH</b>
<b>Credits: 3</b>	<b>CIE: 40</b>	<b>Duration of SEE: 3 Hours</b>
<b>COURSE OBJECTIVES</b> <b>The course will enable the learners to:</b> <ol style="list-style-type: none"> <li>1. Understand the principles and mechanics of technical writing for students of engineering.</li> <li>2. Identify different kinds of business correspondences and the dos and don'ts for each of them.</li> <li>3. Make effective presentations as part of today's workplace demands.</li> <li>4. Recognize the need for Video and Written CVs with focus on specific elements.</li> <li>5. Comprehend skills associated with technical writing and understand different papers ranging from process description and feasibility reports to research projects, project proposals, and SOPs</li> </ol>		<b>COURSE OUTCOMES</b> <b>At the end of the course the learners will be able to: -</b> <ol style="list-style-type: none"> <li>1. Write effective reports.</li> <li>2. Articulate business correspondences based on need.</li> <li>3. Make persuasive presentations.</li> <li>4. Design their videos CVs.</li> <li>5. Write papers ranging from process description and feasibility reports to research projects, project proposals, and statement of purpose</li> </ol>

**UNIT 1: FORMAL & INFORMAL TECHNICAL REPORTS**

- 1.1 Informal Report Formats
- 1.2 Project and Research Reports
- 1.3 Formal Report Components, Feasibility Reports, Evaluation reports
- 1.4 Analytical and Informational reports
- 1.5 Executive summaries.

**UNIT 2: BUSINESS CORRESPONDENCE**

- 2.1 Electronic communication
- 2.2 Effective emails
- 2.3 Instant and text messaging guidelines

**UNIT 3: PROFESSIONAL PRESENTATIONS**

- 3.1 Paper presentations & Poster presentations
- 3.2 PowerPoint presentations
- 3.3 Storyboard writing

**UNIT 4: RESUME & CVs**

- 4.1 Technical Resume
  - 4.2 Cover letter, resume format
  - 4.3 Video CVs
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## UNIT 5: WRITING PROPOSALS & SOPs

5.1 Types of proposals

5.2 Request for proposals

5.3 Stating your objective.

### METHODOLOGY

- Case Studies
- Demonstration
- Presentations
- Expert lectures
- Writing and Audio-visual lessons

### ASSESSMENTS

- Online assignments
- Individual and Group

### LEARNING RESOURCES

learn.talentsprint.com

1. Read Me First!: A Style Guide for the Computer Industry by Sun Technical Publications

2. Eats, Shoots and Leaves Paperback – 18 February 2010 by Lynne Truss

3. Don't Make Me Think, Revisited: A Common Sense Approach to Web & Mobile Usability | Third Edition | By Pearson Paperback –

4. The Design of Everyday Things: Revised and Expanded Edition Paperback –

Illustrated, 5 November 2013 by Don Norman (Author)

The break-up of CIE: Internal Tests + Assignments + Quizzes

1	No. of Internal tests	:	<input type="text" value="2"/>	Max. Marks	:	<input type="text" value="30"/>
2	No. of assignments	:	<input type="text" value="3"/>	Max. Marks	:	<input type="text" value="5"/>
3	No. of Quizzes	:	<input type="text" value="3"/>	Max. Marks	:	<input type="text" value="5"/>

Duration of Internal Tests : 90 Minutes

### Dr Jacqueline Amaral

Head-HSS & BoS Chairman–VCE

### Prof. B. Vijaya

Chairperson of BOS

Dept. of English

Arts College-OU NOMINEE TO HSS

### Ms. Vathsala Narasimman

Director - Delivery

Talent Sprint