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

**COURSE NAME-TECHNICAL WRITING AND PROFESSIONAL PRESENTATIONS
(Open Elective) SYLLABUS FOR B.E. 3/4 – V SEMESTER**

W.E.F-2022-2023

Instruction: 3 Hours	SEE: 60	Course code: U20OE520EH
Credits: 3	CIE: 40	Duration of SEE: 3 Hours
COURSE OBJECTIVES The course will enable the learners to: <ol style="list-style-type: none">1. Understand the principles and mechanics of technical writing for students of engineering.2. Identify different kinds of business correspondences and the dos and don'ts for each of them.3. Make effective presentations as part of today's workplace demands.4. Recognize the need for Video and Written CVs with focus on specific elements.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		COURSE OUTCOMES At the end of the course the learners will be able to: - <ol style="list-style-type: none">1. Write effective reports.2. Articulate business correspondences based on need.3. Make persuasive presentations.4. Design their videos CVs.5. Write papers ranging from process description and feasibility reports to research projects, project proposals, and statement of purpose

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

NSV *Abd*
20 Jun 2022

- 4.1 Technical Resume
- 4.2 Cover letter, resume format
- 4.3 Video CVs

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

BoS Signatures:-

WAN *THL* *20 June 2022*