

[SEC] I (b) - TECHNICAL WRITING

Course Code	Course Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									CIA	External	Total
402S2B	TECHNICAL WRITING	skill	Y	Y	-	-			25	75	100
Learning Objectives											
LO1	To introduce theoretical knowledge to create effective technical writing										
LO2	To make the learners understand the purpose of technical reports										
LO3	To facilitate the learners to focus on the features and functions of technical writing including the technical reports, project reports and related documents.										
LO4	To enable the students to prepare reports and proposals that inform, persuade, and provide information										
LO5	To enhance the ability to use current technologies, skills, and tools necessary for computing practices.										
Details											
UNIT I- What is Technical Writing, Characteristics of technical writing, Difference between Technical Writing and other forms of Writing, Qualities and Qualifications technical writers. UNIT II –Principles of technical writing, styles in technical writing; clarity, precision, coherence and logical sequence in writing, Document Design, Graphics: Enhancing Content. Use of Chat GPT as a language tool. UNIT III - End products of technical writing, Professionals involved - project manager/editor, writers, graphic artists UNIT IV – Writing a good review paper , Writing of abstract, cover letters, Proposals, Brochures, User Manuals, CVs UNIT V - Thesis/Project writing: structure & importance, synopsis writing: Methods, Technical research, Paper writing: Methods & style, Seminar & Conference paper writing											

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Course Outcomes		
Course Outcomes	On completion of this course, students will;	
CO1	Appreciate the value of good written communication.	PO1
CO2	Use technical writing conventions of design, style, and layout of written materials	PO1, PO2
CO3	Understand the basic components of definitions, descriptions, process explanations, and other common forms of technical writing.	PO4, PO6
CO4	Familiar with basic technical writing concepts and terms, such as audience analysis, jargon, format, visuals, and presentation.	PO4, PO5, PO6
CO5	Able to read, understand, and interpret material on technology. Demonstrate knowledge on how to produce a variety of products and projects.	PO3, PO8
Text Books (Latest Editions)		
1.	B. N. Basu- Technical Writing	
2.	Rajmohan Joshi – Writing Skills for Technical Purpose	
References Books		
(Latest editions, and the style as given below must be strictly adhered to)		
1.	Meenakshi Raman & Geetha Sharma – Technical Communication Principles and Practices	
2.	Dr. S.K. Singh – Technical Writing	
Web Resources		
1.	https://www.tech-tav.com/technical-writing-resources	
2.	https://guides.library.unt.edu/c.php?g=528500&p=6841451	
3.	https://pressbooks.bccampus.ca/technicalwriting/part/documentdesign/	
4.	https://en.m.wikipedia.org/wiki/Technical_writing	
5.	https://www.utleystrategies.com/blog/proposal-writing?format=amp	

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Mapping with Programme Outcomes:

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO1 0
CO 1	S	S	S	S	S	S	S	M	S	M
CO 2	M	S	S	S	M	S	S	M	M	M
CO 3	S	S	S	M	S	S	S	M	S	M
CO 4	S	S	S	S	S	S	S	M	M	M
CO 5	S	M	S	S	S	S	S	M	M	S

Mapping with Programme Specific Outcomes:

CO /PO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3
Weightage	15	15	15	15	15
Weighted percentage of Course Contribution to Pos	3.0	3.0	3.0	3.0	3.0