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

TECHNICAL WRITING AND PROFESSIONAL PRESENTATIONS
(OPEN ELECTIVE) B.E.-3/4- V Semester and VI Semester

Duration: 3 hours/week	CIE-Marks-40
SEE- Marks 60	Credit-3
Course Code: U19OE010EH	QUIZ-3 ASSIGNMENTS-3

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.

Dr. Jacqueline Amaral 31/5/19 Head and Chairman, BOS Vasavi College of Engineering Ibrahimbagh Hyderabad-31	Prof. C.Muralikishna 31/5/19 OU, Nominee for Vasavi College of Engineering- BoS for English Dpty.Coordinator-UG,SAP,DRS- Dept. of English -UCASS, Osmania University, Hyderabad
Mr Joy Hans Division Director Toastmasters International. Consultant & Corporate Trainer 31/5/19 Learning Partners Pvt. Ltd Career Coaches Pvt. Ltd Academic Advisor KIET group of colleges Kakinada	Dr. Joy Anuradha 2019 Centre for English Language Studies in the University of Hyderabad. Hyderabad Central University