

13

**VASAVI COLLEGE OF ENGINEERING (Autonomous)**

IBRAHIMBAGH, HYDERABAD – 500 031

**DEPARTMENT OF HUMANITIES AND SOCIAL SCIENCES**

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

**Course Name: TECHNICAL WRITING AND PROFESSIONAL PRESENTATIONS**

Common to all Branches

**W.E.F-2021-2022**

<b>L:T: P (Hrs/Week):3</b>	<b>SEE Marks:60</b>	<b>Course Code: U19OE520EH</b>
<b>Credits: 3</b>	<b>CIE Marks:40</b>	<b>Duration of SEE:Hours:03</b>

<b>COURSE OBJECTIVES</b>	<b>COURSE OUTCOMES</b>
The course will enable the students to :-	At the end of this course, the student will be able to
Understand the principles and mechanics of technical writing for students of engineering	Write effective reports
Identify different kinds of business correspondences and the dos and don'ts for each of them	Articulate business correspondences based on need
Make effective presentations as part of today's workplace demands	Make persuasive presentations
Recognize the need for Video and Written CVs with focus on specific elements	Design their videos CVs
Comprehend skills associated with technical writing and understand different papers ranging from process description and feasibility reports to research projects, project proposals, and SOPs	Write papers ranging from process description and feasibility reports to research projects, project proposals, and statement of purpose

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

**10 hrs**

- Informal Report Formats
- Project and Research Reports
- Formal Report Components, Feasibility Reports, Evaluation reports
- Analytical and Informational reports
- Executive summaries.

**UNIT 2: BUSINESS CORRESPONDENCE**

**6 hrs**

- Electronic communication
- Effective emails
- Instant and text messaging guidelines

**UNIT 3: PROFESSIONAL PRESENTATIONS**

**8 hrs**

- Paper presentations & Poster presentations
- PowerPoint presentations
- Storyboard writing

**UNIT 4: RESUME & CVs**

**6 hrs**

- Technical Resume

- Cover letter, resume format
- Video CVs

### UNIT 5: WRITING PROPOSALS & SOPs

6 hrs

- Types of proposals
- Request for proposals
- 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

The break-up of marks for CIE:

1. No. of Internal Tests:	<input type="text" value="2"/>	Max. Marks for each Internal Tests:	<input type="text" value="30"/>
2. No. of Assignments:	<input type="text" value="3"/>	Marks for each Assignment:	<input type="text" value="5"/>
3. No. of Quizzes:	<input type="text" value="3"/>	Max. Marks for each Quiz Tests:	<input type="text" value="5"/>

Duration of Internal Tests: 90 Minutes

  
**Dr. Jacqueline Amaral**  
 Head-Department of H&SS  
 Vasavi College of Engineering (Autonomous)  
 Ibrahimbagh, Hyderabad-31.