

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

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

TECHNICAL WRITING AND PROFESSIONAL PRESENTATIONS

Instruction : 3 Hours	SEE : 60	Course code : U19OE010EH
Credits : 3	CIE : 40	Duration of SEE : 3 Hours
Course Objectives 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.		Course Outcomes At the end of the course the student will be able to <ol style="list-style-type: none"> 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.

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UNIT-V

HOW TO WRITE PROPOSALS AND STATEMENT OF PURPOSE

Types of proposals, persuasive elements, requests for proposals, stating your objective

METHODOLOGY:-

Case Studies
Demonstration
Expert lectures
Writing and Audio-visual lessons

ASSESSMENT :-

Online assignments
Individual and Group Presentations

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.

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