

Course Code: P24LS15A

Course Name- 3.5: Elective–III: TECHNICAL WRITING

Credit Distribution			Total Credits	Internal Marks	Semester Marks	Total Marks
L	T	P	L+T+P	C1	C2	C3
4	-	-	4	25	75	100

A. Course Outcome (CO)

After completion of the course, students will become familiar with the basic concepts in Library & Information Science.

CO s	Course Outcome	Level	
CO 1	Understand the concept of communication and technical writing	Remember	K1
CO 2	Differentiate between creative writing and technical writing	Understand	K2
CO 3	Measure readability of text	Apply	K3
CO 4	Compare the structure of different types of technical write-ups	Analyze	K4
CO 5	Prepare different types of technical documents and presentations	Skill	K6

B. Syllabus

Unit : I Communication Process

Communication Process; Types: Verbal, Non-verbal; Formal, Informal; Types of Writing; Technical Writing: Principles, Characteristics; Technical Writings, Content Development: Guidelines and norms. Web-based and multilingual content development

Unit :II Linguistic Aspects in Writing

Technical writing and Editing: Definition attributes of Technical writing, documentation and referencing, Editorial Jobs and Tools, Proof correction. Punctuation

Unit : III Mechanics of Writing

Writing Process – Steps; Paragraph Organization, Writing Styles; Style Manuals; Copy Editing and Proof Reading

Unit : IV Organization, Layout and Presentation of Information

Research Paper; Review Articles; Technical Reports; Theses and Dissertations; Project Proposal; Book Design and Page Layout

Unit : V Oral Presentation

Parts of Presentation – Introduction, Body and Conclusion; Common Presentation Types; Audio-Visual Presentation

Unit : VI CURRENT CONTOURS (For Continuous Internal Assessment Only):

Recent trends in Technical writing and Editing

Selected Readings

1. Booth, P. F. (1991). Report Writing. 2nd Ed. Huntington.
2. Chandra, A. & Saxena, T. P. (1979). Style Manual. Metropolitan Books.
3. Cooper, B. M. (1986). Writing Technical Reports. Penguin.
4. Gerson, S. J. & Gerson, S. M. (1992). Technical Writing, Process and Product. Prentice Hall.
5. Huckin, T. N. & Olsen, L. A. (1991). Technical Writing and Professional Communication for Non-Native Speakers of English. 2nd Ed. McGraw-Hill.
6. James, G. Gray. (1986). Strategies and Skills of Technical Presentations. Greenwood Press.
7. Sherman, T. A. and Johnson, S. S. (1990). Modern Technical Writing. 5th ed. Englewood Cliffs: Prentice Hall.
8. Van Alstyne J. S. (1986). Professional and Technical Writing Strategies. Englewood Cliffs, New Jersey: Prentice-Hall Inc.
9. Weisman, H. M. (1980). Basic Technical Writing. Charles Oren ill Publishing

C. Mapping of COs with POs & PSOs

Mapping of COs with POs & PSOs										
COs	Programme Outcomes					Programme Specific Outcomes				
	PO1	PO2	PO3	PO4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	2	3	3	3	3	3	1
CO2	3	3	3	2	3	3	3	3	3	1
CO3	1	2	3	2	3	3	3	2	3	3
CO4	3	3	3	3	3	3	3	3	3	3
CO5	3	3	3	1	3	3	3	3	3	2