

Course Code	Course Title				Core / Elective		
HS201EG	Effective Technical Communication in English				Humanities and Social Sciences		
Prerequisite	Contact Hours per Week				CIE	SEE	Credits
	L	T	D	P			
-	3	-	-	-	30	70	3
<p>Course Objectives To expose the students to:</p> <ul style="list-style-type: none"> ➤ features of technical communication ➤ types of professional correspondence ➤ techniques of report writing ➤ basics of manual writing ➤ aspects of data transfer and presentations. <p>Course Outcome On successful completion of the course, the students would be able to handle technical communication effectively, having acquired adequate skills of technical writing and technical presentations.</p>							

UNIT I

Definition and Features of Technical Communication

- Definition and features of technical communication (precision, relevance, format, style, use of visual aids)
- Differences between general writing and technical writing
- Types of technical communication (oral and written)

UNIT II

Technical Writing-I (Official Correspondence)

- Emails
- IOM
- Business letters
- Business proposals

UNIT III

Technical Writing- II (Reports)

- Types of technical reports
- Feasibility report
- Project report
- Evaluation report

UNIT IV

Technical Writing- III (Manuals)

- Types of manuals
- User manual
- Product manual
- Operations manual

UNIT V

Information Transfer and Presentations

- Non-verbal (bar diagram, flow chart, pie chart, tree diagram) to verbal (writing)
- Verbal (written) to non-verbal
- Important aspects of oral and visual presentations

Suggested reading

1. Raman, Meenakshi & Sharma, Sangeeta. (2015). *Technical communication: Principles and practice* (3rd ed.). New Delhi, OUP.
2. Rizvi, Ashraf, M. (2017). *Effective technical communication* (2nd ed.). New Delhi, Tata McGraw Hill Education.
3. Sharma, R. C., & Mohan, Krishna. (2017). *Business Correspondence and Report Writing: A practical approach to business & technical communication* (4th ed.). New Delhi, Tata McGraw Hill Education.
4. Tyagi, Kavita & Misra, Padma. (2011). *Advanced technical communication*. New Delhi, PHI Learning.
5. Jungk, Dale. (2004). *Applied writing for technicians*. New York, McGraw-Hill Higher Education