DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES
B. Tech (Open Elective Course)
Course Title: Technical Writing Skills

Course Category: OE   **Internal: 50 Marks**
Course Code: HSOE 405   **Theory: 50 Marks**
Credits: 3 (L-3)   **Total: 100 Marks**
Semester: 8th   **Time: 3 hrs**

Course Objectives

1. To develop technical writing skills among engineering students.
2. To introduce different forms of technical writings and how is it different from general communication.
3. To develop professional writing skills.
4. To develop confidence to use correct English language in writing research papers, reports and other forms of technical communication.

Unit 1 Working with Words

Building vocabulary and word power, introduction to synonyms, antonyms, prefixes and suffixes, phrases and idioms, one word for/substitution, foreign phrases, jargons and technical terms commonly used in technical writing etc.

Unit 2 Sentence Construction

Sentence grammar to produce effective, correct, and rhetorically appropriate sentence constructions. common grammar, punctuation, and syntax errors.

Unit 3 Writing Skills

Formats and patterns of technical writing, essentials of developing good technical writing style like: accuracy, brevity and clarity. How to write a concise text with clarity of purpose and objectives etc.; Composing technical documents like research papers, reports, documentation of experiments conducted etc.

Unit 4 Editing and Proof Reading Skills

How to edit and proof read a document? Techniques and strategies of proof reading a document; how software like Grammarly can be used to proof read a document? Plagiarism: forms of plagiarism and how to use Turnitin for checking similarity index. The problems of using AI and other software for composition of texts, essays and assignment.

Course Outcome

At the end of the course, students will be able to compose persuasive documents based on well-defined and achievable outcomes. They will be able to utilize learnt skills in writing technical documents that are precise and well organized. This course will also teach them processes for analyzing writing contexts and producing effective, clean, and reader-centered documents in an efficient manner.

Suggested Readings

1. Meenakshi Raman & Sangeeta Sharma. *Technical Communication–Principles and Practices*. Oxford Univ. Press: New Delhi. 2007.
2. R.C. Sharma & Krishna Mohan. *Business Correspondence and Report Writing*. Tata McGraw Hill & Co. Ltd.: New Delhi, 2001.
3. Sherman, Theodore A (et.al). *Modern Technical Writing*. Apprentice Hall: New Jersey, 2010.
4. S.D. Sharma. *A Text Book of Scientific and Technical Writing for Engineers and Professionals*. Ivy Publication: Delhi, 2008.
5. Amsbary, George S. *Proof It! Competency Based Approach to Proofreading and Editing Skills*. Delmar Cengage Learning: New York, 1994.