

(Proposed from A.Y 2020-2021)

**NIRMA UNIVERSITY**  
**Institute of Technology**  
**Bachelor of Technology (All)**  
**Semester V/VI**

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3	0	0	3

<b>Course Code</b>	<b>HSXXX</b>
<b>Course Title</b>	<b>Technical Writing</b>

**Course Learning Outcomes (CLO):**

At the end of the course, students will be able to-

- Participate actively in writing activities (individually and in collaboration) that model effective scientific and technical communication in the workplace.
- Understand how to apply technical information and knowledge in practical documents for a variety of a.) professional audiences (including peers and colleagues or management) and b) public audiences.
- Practice the unique qualities of professional writing style, including sentence conciseness, readability, clarity, accuracy, honesty, avoiding wordiness or ambiguity, previewing, using direct order organization, objectivity, unbiased analyzing, summarizing, coherence and transitional devices.

**Syllabus:**

**Teaching hours:**

**Unit I: An Introduction to Technical Writing** **15**

Technical writing vs. General writing b. Purpose, importance and characteristics of technical writing, Objectives of technical writing: Clarity, conciseness, accuracy, organization, ethics, Audience recognition and involvement: High tech audience, low-tech. audience, gender neutral language.

**Unit II: Memorandum** **02**

Objectives, difference between memos, letters and emails. Criteria and format for writing and memos.

**Unit III: Technical description** **02**

Criteria and process, Technical instructions for user's manual

**Unit IV: Report Writing** **05**

Characteristics, types and writing of various reports: feasibility reports, inventory report, mishap report, progress report, laboratory report

**Unit V: Letter- writing** **07**

Business letters- order, complaint, inquiry, Job-applications, Resume

**Unit VI: Business Proposals** **05**  
Types & formats

**Unit VII: Graphic representation of Technical Data, SOP writing, Promotional Writings** **04**

Technical Brochure designing ,Content writing for Websites (For promotional and troubleshooting purposes), Writing Fliers and Newsletters

**Unit VIII: Academic Writing** **05**

Summaries, abstracts and instructions, Case studies on Technical Writing

**Self -Study:**

The self-study contents will be declared at the commencement of semester. Around 10% of the questions will be asked from self-study contents.

**Suggested Readings^:**

1. Sharon J. Gerson and Steven M. Gerson, Technical writing – process and product ,Pearson Education Asia .
2. Andrea J. Ratherford ,Basic Communication Skills for Technology, Pearson Education Asia
3. Pfeiffer, W.S. and T.V.S. Padmaja. Technical Communication. Pearson.
4. Muralikrishna and Sunita Mishra. Communication Skills for Engineers. Pearson
5. CharlesW.Knisely and KarinI.Knisely.Engineering Communication. Cengage

L = Lecture, T = Tutorial, P = Practical, C = Credit