Title of Subject:		**Technical & Scientific Writing**
Code	:	**ENG-302**
Discipline	:	**5th Semester, 6th Semester**
Program	:	**B.Sc. Engineering Technology Programs**
Effective	:	**24 Batch and onwards**
Assessment	:	**10% Sessional, 40% Written Semester Examination (15% Mid, 25% Final)**
Marks	:	**50 + 00**
Credit Hours :		**02 + 00**
Minimum Contact Hours: 30 + 00		

Course Learning Outcomes

After completing the 'Technical and Scientific Writing' course, each student will be able to:

CLO No.	Description	Taxonomy Level	Linking to PLOs
CLO-1	Analyse the content and structure of various technical and academic research documents e.g., dissertations, research papers or articles, proceeding papers and research review papers.	C-4	PLO-10
CLO-2	Create various writing genres such as: report writing, internship report and project report writing.	C-6	PLO-10

Course Contents:

Basics of Technical Writing: Introduction to Technical writing and communication, Rationale/Characteristics/Features of Technical Writing compared to other forms of writing. Types of technical documents.

Writing Skills: Introduction to effective writing, purpose of writing, stages of writing, reader's analysis, organization/gathering of writing material, writing techniques, approaches to written communication, writing formats (paragraphs, headings, subheadings, numbering etc).

Report Writing: Introduction and significance of report writing, internal office communication, effective business letter writing, organizing business messages, managing, and organizing long business reports, feasibility report and incident report, writing a business proposal, business requests, writing job application, resume/CV writing.

Introduction to Writing Process: Technical Writing Process: Pre-writing, Writing & Revising (Demonstration & Illustration), Context & technical writing, Implicit vs Explicit features of writing/ Text, Legal & Ethical communication in technical writing.

Writing a Technical Document: Researching, organizing, and composing the content, Revising, proofreading, and evaluating, Elements of a technical document.

Academic Writing: Academic & Scientific Language: Word to Sentence & Sentences to Paragraph, Report writing format, citation & referencing, Annotation, paraphrasing, quotation, and Summarization.

Organizational Technical Correspondence: Formal Technical Report Writing, Internship

report, Project report writing.

Recommended Books (Latest Editions)
1. Perelman, L. C., J. Paradis, and E. Barrett. Mayfield Handbook of Technical and Scientific Writing
2. Sharma, S. D. A Text Book of Scientific and Technical Communication Writing for Engineers and Professionals.
3. Glasman, Hilary. Science research writing: For non-native speakers of English.
4. Van Aken, David C., and William F. Hosford. Reporting Results.
5. Alred, Gerald J., Charles T. Brusaw, and Walter E. Oliu. Handbook of technical writing.
6. Roach, Gant & Allyn Perrigo & Bacon, Business and Professional Communication, Sage Publications
7. Guffey, Mary Ellen, and Dana Loewy. Essentials of Business Communication. Cengage Learning
8. Bovee, Courtland V., and John V. Thill. Business Communication Essentials
9. Guffey, M. E. Business communication: Process & product. Cengage Learning Canada Inc.

Approval

Board of Studies, CELL	Res. No.12.1	Dated: 20.11.2023
Board of Faculty (FoST&H)	Res. No. 8.1	Dated: 30.11.2023
Academic Council	Res. No.	Dated: