

Course Title: Technical Report Writing & Presentation Skills	Course Code: HU-226	Credit Hrs: 2+1
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Textbooks:

- Reports, Technical Writing and Specifications, Glidon

Reference Books:

- H.K, 1st edition, McGraw Hill Book Company, 2000
- Technical Writing by Steve M. Gerson.
- Reporting Technical Information by Kenneth W. Houp, Thomas E. Pearsall, Tebeaux and Dragga Latest Edition.
- Technical Communication by Rebecca E. Burnett.

Course Objective:

Technical Report Writing and Presentation Skills aims to enhance students' abilities to effectively communicate technical information through well-structured reports and engaging presentations tailored to professional and academic audiences.

Course Outline:

- • Technical Writing: 7Cs of Tech Communication, Mechanics of Tech Writing, Comparison & Contrast
- • Research Writing Skills: Methodologies, Techniques, Review of Literature & Research paper writing
- • Letter Writing: Formal/Informal Letters, Professional & Business Writing:
- • Memorandum: Agenda Points – Notices, Minutes of a Conference/Meeting, Types of Tech Writing & Preparing Model Correspondence

Description	Percentage Weightage (%)
Assignments	05-10%
Quizzes	10-15%
Mid Semester Exams	30-40%
End Semester ASSESSMENTS Exam	40-50%

