

Technical & Business Writing

Course Code HU-212	Credit Hours 2-0
------------------------------	----------------------------

Course Description

Technical and Business writing is a course of communications skills needed in the business environment. Course content includes writing memoranda, letters, reports, resumes, and electronic messages; delivering oral presentations; and developing interpersonal skills.

Text Book:

1. "Dissertation Research & Writing for Construction Students (Third edition)"
Authored by DR S.G. NAOUM
2. Technical Report Writing Today 8th Edition Authored by Daniel G. Riordan and Steven E. Pauley
3. Effective Writing By Aziz Ahmad Khan

Reference Book:

1. Thomas, C. G. (2021). *Research methodology and scientific writing*. Thrissur: Springer.
2. Deb, D., Dey, R., Balas, V. E., Deb, D., Dey, R., & Balas, V. E. (2019). Technical writing and publishing. *Engineering Research Methodology: A Practical Insight for Researchers*, 49-66.
3. Sharma, R. C., & Mohan, K. (2016). *Business Correspondence and Report Writing: A practical approach to business & technical communication*.

Prerequisites :

Nil.

ASSESSMENT SYSTEM FOR THEORY

	Without Project (%)	With Project/Complex Engineering Problems (%)
Quizzes	15	10-15
Assignments	10	5-10
Mid Terms	25	25
Project	-	5-10
End Semester Exam	50	45-50

ASSESSMENT SYSTEM FOR LAB

Lab Work/ Psychomotor Assessment/ Lab Reports	70%
Lab Project/ Open Ended Lab Report/ Assignment/ Quiz	10%
Final Assesment/ Viva	20%

Teaching Plan

Week No	Topics/Learning Outcomes
1	Understanding Business Communication, appreciating effective business. Effective Writing By Aziz Ahmead Khan
2	Mastering listening and nonverbal communication skills McMurrey, David. <i>Online Technical Writing</i> . n.d. https://www.prismnet.com/~hcexres/textbook/ . Licensed under a <u>Creative Commons Attribution 4.0 International License</u>
3-4	Using the three-step writing process, planning business messages, writing and completing business messages. Technical Report Writing Today 8 th Edition Authored by Daniel G. Riordan and Steven E.Pauley, Chap 19
5	Writing messages for electronic media, routine, and positive messages Technical Report Writing Today 8 th Edition Authored by Daniel G. Riordan and Steven E.Pauley
6	Negative messages and writing persuasive messages. Mallet, L., Vaught, C., & Brinch, M. (1999). <i>The emergency communication triangle</i> . Centers for Disease Control and Prevention, National Institute for Occupational Safety and Health, U.S. Department of Health and Human Services. Pittsburgh, PA: Pittsburgh Research Laboratory.
7	Technical writing, formal and informal letters Technical Report Writing Today 8 th Edition Authored by Daniel G. Riordan and Steven E.Pauley, Chap 19
8	Memorandum, Job Applications Technical Report Writing Today 8 th Edition Authored by Daniel G. Riordan and Steven E.Pauley, Chap 12,20
9	Mid Semester Exam
10	Planning, writing and Completing reports Technical Report Writing Today 8 th Edition Authored by Daniel G. Riordan and Steven E.Pauley, Chap 14

	Quiz 3
11	Planning, writing and Completing proposals Technical Report Writing Today 8 th Edition Authored by Daniel G. Riordan and Steven E.Pauley, Chap 16
12	Enhancing presentation with slides and other visuals Technical Report Writing Today 8 th Edition Authored by Daniel G. Riordan and Steven E.Pauley, Chap 8
13	Creating and delivering oral and online presentations https://gamma.app/docs/Creating-and-Delivering-Oral-Presentations-g6zttlxfmqwibg0
14	Research writing includes Definitions, Types, and Methodologies. Literature Search Dissertation Research & Writing for Construction Students (Third edition)" Authored by DR S.G. NAOUM Technical Report Writing Today 8 th Edition Authored by Daniel G. Riordan and Steven E.Pauley Chap 5 Quiz 4
15	Lib tools/Techniques, Review of Literature Dissertation Research & Writing for Construction Students (Third edition)" Authored by DR S.G. NAOUM Quiz 4
16-17	Contents of Research Paper Abstract/Summaries. Introduction Main Body Conclusion, Recommendations. Reference, Citation/Bibliography Plagiarism Dissertation Research & Writing for Construction Students (Third edition)" Authored by DR S.G. NAOUM <i>Part 1</i>
18	End Semester Exam

Practical: Nil