Kadi Sarva Vishwavidyalaya
Faculty of Engineering and Technology
First Year Master of Engineering (Computer Engineering) (Semester II)
In Effect from Academic Year 2017-18

Subject Code:MECC-201-N	Subject Title: TECHNICAL COMMUNICATION

Teaching scheme				Total Credit	Evaluation Scheme					Total
L	T	P	Total		Theory		IE	CIA	Pract.	Total
Hrs	Hrs	Hrs	Hrs		Hrs	Marks	Marks	Marks	Marks	Marks
02	00	-	02	02	03	70	30	20	-	120

Course Objective:

The primary purpose of this course is to bring communication orientation amongst the post graduate scholars with technical education perspectives. The course intends to acquaint the scholars with essentials of technical communication that is required for various subjects such as projects, seminars, dissertation etc. This course will help them during presentation, report/paper writing, defending their dissertation/project work etc.

Subject Contents			
Sr. No	Topic	Total Hours	Weight (%)
1	Introduction to technical communication: Technical Vs. Other types of communication, team work, digital communication.	6	18
2	The communication process and objectives: Writing process, Prewriting techniques, Objectives (Clarity, Conciseness, Accuracy etc)	6	18
3	Ethical Issues in Communication including legal and practical considerations.	5	16
4	Designing a document (E.g. Memo, Summary/Short report, Research paper/article, Project/Thesis report, Funding/Consultancy Proposal, Patent filing, Fliers, Brochures, Sales Letters, Press Releases etc).	5	16
5	Instruction, User Manuals and Standard Operating Procedures. Short/Long and Formal/Informal reports.	5	16
6	Oral Communication & Presentation: Routine, Verbal and Nonverbal, Listening Skills, Using Voicemail, Informal Oral Presentations, Formal Presentations, PowerPoint Presentation	5	16
		32	100

Course Outcome:

At the end of this course, the student would be able
- To understand the process and components of various types of technical communication
- To draft and communicate technical proposals (such as research/dissertation proposal, research project, fellowship, consultancy etc.)
- To communicate formally with concerned stakeholders (higher authority, supervisor, conference chair etc)

List of References:
1. http://dl.acm.org/
2. http://springer.com/
3. http://sciencedirect.com/ (http://elsevier.com/)
4. http://ieeexplore.ieee.org/
5. https://scholar.google.co.in/
6. https://www.scopus.com/
7. https://iitbombayx.in/

E-Resources / Web Links
1. http://courses.writing.ufl.edu/3254/Textbook/Lannon%20Instructor%20Manual%2012e.pdf
2. http://www.limat.org/data/research/Research%20Methodology.pdf
3. http://www.sociology.kpi.ua/wp-content/uploads/2014/06/Ranjit_Kumar-Research_Methodology_A_Step-by-Step_G.pdf
4. http://www.ndc.gov.ng/Lectures/Research-Methodology.pdf

List of Reference Books
1. Raman, Meenakshi and Sangeeta Sharma, "Technical Communication: Principle and Practice", Oxford University Press.
2. Technical Communication, John M. Lannon, Pearson/Longman, 2008
3. The Technical Communication Handbook, Laura J. Gurak, Mary E. Hocks, Pearson Longman, 2009
4. Technical Communication, Mike Markel, Michael H. Markel, Bedford/St. Martin's, 2009

List of Assignments: (The course instructor may modify this list)
1. Searching criteria/techniques for relevant research papers (search by domain, time interval, keyword, title, authors etc)
2. Understanding terminology such as Impact factor, H factor, Bibliography, References, Citation etc.
3. Identify 5 research papers of your interest preferably from above reference sites. Identify and understand the sections: Title, Authors, Affiliation, Abstract, Introduction, Literature survey, Methods, Result, Discussion, Conclusion, and References.
4. For the 5 research papers identified above,
    a. Classify the abstracts among: General domain statement, problem/gap/challenge/issue in the domain, other researchers' work, authors' contribution, comparison of authors work with other, utility/applicability of the research, future scope.
    b. Read the conclusion and compare with abstract.
    c. Paraphrase (rewrite the same contents in your own words) for the abstracts.
    d. Identify tools and techniques used by the authors for experimentation.
5. Understand the difference between paraphrasing and plagiarism.
6. Write an elevator pitch describing you and compare the same with your co-student.
7. Draft various emails such as (i) to your friend (ii) to your research supervisor (iii) to a company for job application (iv) to an editor of a conference (v) to your principal, with relevant subjects. The emails should include (i) greetings and/or your introduction (ii) addressing the recipient (iii) signing off (iv) signature etc.
8. Identify some gender issues / stereotypes in normal technical communication and propose a way to overcome them.