



<b>Paper Code:</b> HSAI 307 (AIDS & AIML) / HSAR 302 (AR & IIOT)	L	T/P	Credits
<b>Subject: Technical Writing</b>	2	0	2
<b>Marking Scheme:</b> Teachers Continuous Evaluation: As per university examination norms in NUES mode from time to time. End Term Theory Examination: As per university examination norms in NUES mode from time to time.			
<b>INSTRUCTIONS TO PAPER SETTERS:      Maximum Marks: As per University norms</b>			
<ul style="list-style-type: none"><li>➤ There should be 9 questions in the end term examination question paper.</li><li>➤ Question No. 1 should be compulsory and cover the entire syllabus. This question should have objective or short answer type questions.</li><li>➤ Apart from Question No. 1, the rest of the paper shall consist of four units as per the syllabus. Every unit should have two questions. However, students may be asked to attempt only 1 question from each unit.</li><li>➤ The questions are to be framed keeping in view the learning outcomes of course/paper. The standard/ level of the questions to be asked should be at the level of the prescribed textbooks.</li><li>➤ The requirement of (scientific) calculators/ log-tables/ data-tables may be specified if required.</li></ul>			
<b>Course Content</b>	<b>No. of Lectures</b>		
<b>Unit I</b> Writing Skills: Descriptive, Narrative, Argumentive and Discursive Reflective and Literary-Evaluative Writing Technical Writing: Definition, Purpose God Characteristics of Technical Writing.	[6]		
<b>Unit II</b> The Technical Writing Process: Prewriting Stage, The Wribag Stage and the Post-writing stage Technical Writing Skills: Researching, Summarizing and Outlining, Visual Aids, Definition, Description, Ser of Instructions.	[6]		
<b>Unit III</b> Formal Formatting: Arrangement of Formal Elements. Front Material. Format Devines in the Body of Formal Report-Heading, Pagination, End Material-Citations References and Bibliography. Appendix.	[6]		
<b>Unit IV</b> Technical Writing Applications Memorandums and Informal Format, Foreo Format Recommendations and Feasibility Reports. Proposals, Progress Reports. Analysis Reports Brotsional Communication, letters and Job Applications Presentation and Meetings.	[6]		
<b>Text Books:</b> [T1] Forsyth. Sandy and Lesley Hutchison, "Practical Composition", Edinburgh Oliver and Boyd, 1981			
<b>Reference Books:</b> [R1] Side, Charles H. "How to Write and Present Technical Information. Cambridge, Cambridge University Press, 1999, Guffey, Mary Ellen. "Business Communication, Cincinnati", South-Western College Publishing, 2000.			