UNIVERSITY OF MADRAS

M.A. DEGREE PROGRAMME IN ENGLISH

SYLLABUS WITH EFFECT FROM 2023-2024

[SEC] **I(b) - TECHNICAL WRITING**

Course Code	Course Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									C I A	External	Total
402S2B	**TECHNI CAL WRITIN G**	skill	Y	Y	-	-			25	75	100

Learning Objectives	
LO1	To introduce theoritical knowledge to create effective technical writing
LO2	To make the learners understand the purpose of technical reports
LO3	To facilitate the learners to focuse on the features and functions of technical writing including the technical reports, project reports and related documents.
LO4	To enable the students to prepare reports and proposals that inform, persuade, and provide information
LO5	To enhance the ability to use current technologies, skills, and tools necessary for computing practices.

Details

UNIT I- What isTechnical Writing, Characteristics of technical writing, Difference between Technical Writing and other forms of Writing, Qualities and Qualifications technical writers.

UNIT II –Principles of technical writing, styles in technical writing; clarity, precision, coherence and logical sequence in writing, Document Design, Graphics: Enhancing Content. Use of Chat GPT as a language tool.

UNIT III - End products of technical writing, Professionals involved - project manager/editor, writers, graphic artists

UNIT IV – Writing a good review paper , Writing of abstract, cover letters, Proposals, Brochures, User Manuals, CVs

UNIT V - Thesis/Project writing: structure & importance, synopsis writing: Methods, Technical research, Paper writing: Methods & style, Seminar & Conference paper writing

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Course Outcomes		
Course Outcomes	On completion of this course, students will;	
CO1	Appreciate the value of good written communication.	PO1
CO2	Use technical writing conventions of design, style, and layout of written materials	PO1, PO2
CO3	Understand the basic components of definitions, descriptions, process explanations, and other common forms of technical writing.	PO4, PO6
CO4	Familiar with basic technical writing concepts and terms, such as audience analysis, jargon, format, visuals, and presentation.	PO4, PO5, PO6
CO5	Able to read, understand, and interpret material on technology. Demonstrate knowledge on how to produce a variety of products and projects.	PO3, PO8

Text Books (Latest Editions)	
1.	B. N. Basu- Technical Writing
2.	Rajmohan Joshi – Writing Skills for Technical Purpose

References Books (Latest editions, and the style as given below must be strictly adhered to)	
1.	Meenakshi Raman & Geetha Sharma – Technical Communication Principles and Practices
2.	Dr. S.K. Singh – Technical Writing

Web Resources	
1.	https://www.tech-tav.com/technical-writing-resources
2.	https://guides.library.unt.edu/c.php?g=528500&p=6841451
3.	https://pressbooks.bccampus.ca/technicalwriting/part/documentdesign/
4.	https://en.m.wikipedia.org/wiki/Technical_writing
5.	https://www.utleystrategies.com/blog/proposal-writing?format=amp

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Mapping with Programme Outcomes:

	PO 1	**PO 2**	**PO 3**	**PO 4**	**PO 5**	**PO 6**	**PO 7**	**PO 8**	**PO 9**	**PO10**
CO 1	S	S	S	S	S	S	S	M	S	M
CO 2	M	S	S	S	M	S	S	M	M	M
CO 3	S	S	S	M	S	S	S	M	S	M
CO 4	S	S	S	S	S	S	S	M	M	M
CO 5	S	M	S	S	S	S	S	M	M	S

Mapping with Programme Specific Outcomes:

CO /PO	**PSO 1**	**PSO 2**	**PSO 3**	**PSO 4**	**PSO 5**
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3
Weightage	15	15	15	15	15
Weighted percentage of Course Contribution to Pos	3.0	3.0	3.0	3.0	3.0