

Branch Name:	Information and Communication Technology
Semester/Year:	Semester III / Second Year
Subject Title:	Technical Writing and Communication
Subject Code:	1ET1070305
Pre-requisite:	Knowledge of Communication skill and basic English

Course Objectives:

- To improve the reading and writing skill in English.
- To help students prepare documentation
- To add technical writing skill
- To make students use computer software for documentation

Teaching Scheme (Hours per week)				Evaluation Scheme (Marks)				
Lecture (L)	Tutorial (T)	Practical (P)	Credit	Theory (Marks)		Practical (Marks)		Total (Marks)
				University Assessment	Continuous Assessment	University Assessment	Continuous Assessment	
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Subject Contents				
Sr. No	Topic	Total Hours	Weight (%)	
1	Technical Communication, Language and style, Practice	10	20	
2	Organization, Writing elements, Technical definitions, Technical Descriptions, Practice	10	20	
3	Summaries, Graphics and Instructions, Technical Reports, Forms, Practice	10	20	
4	Memo and Emails, Business letters, Practice in Documentation and Latex, Practice	12	40	

Course Outcome:

After learning the course the students should be able to:

- To read and write English well
- To communicate the ideas well and to document the reports using computer software
- To use electronic media for communication well

Text Book:

(1) “Basic Communication Skill for Technology”, Andrea J. Rutherford, Second Edition, Person Education

Tutorial :

It should cover practice sessions as per the content of the subject from various sources.