

**Skill Enhancement Course I**  
**Semester III (4 Credit Course)**  
**Paper Title: Technical Writing**

**Unit 1**

The Writing Process

- Evaluating Texts, Selecting Key Points, Note-making, and the Art of condensation.
- Planning/Organizing Paragraphs, Main Body, Introduction and Conclusion. Avoiding Plagiarism.
- Rewriting and Proofreading.

**Unit 2**

Effective Writing

- Argument, Cause and Effect, Cohesion/Coherence, Comparison, Definitions, References and Quotations, Restatement and Repetition, Variation in Sentence Length and Visual Information.
- Introduction to Bibliography and Citation.

**Unit 3**

Technical Reports

- Characteristics of a Report, Structure of a Report, Types of Reports.
- Technical Proposals: Definition and Purpose, Characteristics, Structure of Proposals, Types of Proposals.

**Unit 4**

- Formal Letters, Business letters, Cover Letters, Structure, Content and Etiquette of Letter Writing,
- Emails: Style, Structure and Content.
- Memos: Classification and purpose, Structure and Layout

***Tutorial***

- *Point out the difference between following:*
  1. *Oral and Written Reports*
  2. *Formal and Informal Reports*

3. *Individual and Group Report*

4. *Long and Short Report*

- *Attempt the following:*
  1. *Business Proposal Letter to a Client*
  2. *Email to your boss briefing him/her about the progress of an event within the organization you are working in.*
- *Write down the various components of a memo*