COURSE INFORMATION SHEET

PROGRAMME: MCA	
COURSE: **Technical Report Writing**	SEMESTER**: IV**
COURSE CODE : **AOC-2** REGULATION :	COURSE TYPE : **Add-On Course**
COURSE AREA/ DOMAIN**: LANGUAGE**	CONTACT HOURS: **2 hours/Week.**

SYLLABUS

'Technical Report Writing' aims at catering to the increasing need for effective communication skills in higher education. It is a platform for the postgraduate students to understand, master and apply the principles of technical communication for effective management of the domain they choose to pursue.

The certificate course, though specifically designed to meet the requirements of various schools and departments within the institution, complies with the University Grants Commission's mission to improve career prospects through career-oriented add-on courses. The course offers state-of-the-art teaching-learning experience using language lab, learning through games and simulations to standardise and enhance the English language proficiency levels of the students.

A certificate with the seal of the college will be awarded at the end of the primary and advanced levels separately based on the average score accrued by the student and on his/her successful completion of the continuous internal and external assessments within the stipulated time frame.

Session Topics

Sessions	Topic	Methodology
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1	INTRODUCTION - EFFECTIVE WRITING	LECTURE
2-4	FORMAL CORRESPONDENCE - FORMAL LETTERS – TYPES & USES	ACTIVITY AND LECTURE
5-6	COVERING LETTERS	ACTIVITY AND LECTURE
7-8	EMAIL – TOOLS & ETIQUETTES	ACTIVITY, LECTURE & VIDEO
9-11	PROPOSALS, AGENDA & MINUTES	ACTIVITY AND LECTURE
12-14	REPORTS – INTRODUCTION, TYPES	ACTIVITY AND LECTURE
15 -16	CIRCULAR & MEMO	ACTIVITY AND LECTURE
17-18	RESUME	ACTIVITY AND LECTURE
19-20	MAKING PRESENTATIONS – ASSISTANCE TOOLS	ACTIVITY, LECTURE & VIDEO

COURSE MATERIALS

The list of materials provides a sense of direction to both the instructor and the students in making the right choice of reference for successful completion of the course.

BOOKS/REFERENCE:

1. Shelton, James H. *Handbook for Technical Writing.* Illinois: NTC Contemporary.
2. Pringle, Alan S. *Technical Writing 101.* USA: Scriptorium.
3. Estrin, Herman A. *Technical Writing in the Corporate World.* USA: Crisp.

METHODOLOGY OF TEACHING

1. Lecture, audio & video-mediated interaction and language lab software-based instruction are the primary methods to conduct the sessions effectively. Role-play, skits, games and task-oriented activities will be incorporated into language acquisition through simulation.

2. The instructor is free to choose the course materials from the reference texts provided; the material chosen should comply with the methodology provided in the syllabus.

3. Language lab software to be utilised to improve the Listening and Speaking Skills of the students.

4. Regular meetings of instructors to be organised to ensure uniformity in teaching methodology.

5. Regular ICT training to be provided to instructors.

EVALUATION PATTERN

The assessment is a tripartite system and accounts for the overall grade.

Written Examination	40
Group Project	20
Presentation	10
Assignments	10
Peer Review	10
Attendance	10

Grading Scheme for AOC	
Points	**Grade**
90-100	S
80-89	A
70-79	B
60-69	C
50-59	D