



**Kadi Sarva Vishwavidyalaya**  
**Faculty of Engineering & Technology**  
**Master of Engineering Semester II**  
**(Electrical Power System)**

(With effect from Academic Year 2017-18 (CBCS))

<b>Subject Code: MECC-201-N</b>	<b>Subject Title: TECHNICAL COMMUNICATION</b>
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Teaching scheme				Total Credit	Evaluation Scheme					Total Marks
L	T	P	Total		Theory		IE	CIA	Pract.	
Hrs	Hrs	Hrs	Hrs		Hrs	Marks	Marks	Marks	Marks	
02	00	-	02	02	03	70	30	20	-	120

**Course Objective:**

The primary purpose of this course is to bring communication orientation amongst the post graduate scholars with technical education perspectives. The course intends to acquaint the scholars with essentials of technical communication that is required for various subjects such as projects, seminars and dissertation. This course will help them during presentation, report/paper writing, defending their work etc. Some other objectives of the course are:

- To identify various sources of information for literature review and data collection.
- To understand the drafting technical documentation including research paper/thesis/articles/reports.
- To understand issues such as ethics, internet communication, gender & diversity issues etc. related to technical communication.

Subject Contents			
Sr. No	Topic	Total Hours	Weight (%)
1	Essence of Technical Communication: Analogy of Question/Answer to Problem/Solution. Steps in technical communication and practical guidelines. Hypothesis.	6	18
2	Organization of technical report: Title, Authors, Affiliation, Abstract, Introduction, Literature survey, Methods, Result, Discussion, Conclusion, References. Drafting technical proposals/projects/consultancy reports.	6	18
3	Three pass reading. Effective communication – Teacher/Student perspective. Listening – Hearing Vs. Listening. Notes Taking. Elevator Pitch. Technical writing (Letter Writing, Business Letters, Cover Letters, Memos, Emails etc). Paraphrasing.	5	16
4	Wisdom of Internet Communication. Gender and diversity issues and stereotypes used in technical communication.	5	16
5	Ethical issues in engineering research	5	16
6	Data Analysis (Quantitative, Qualitative), Representing data through graphs/plots/figures. Outliers, Error bars.	5	16
		32	100

**Course Outcome:**

At the end of this course, the student would be able

- To understand different components of research papers
- To understand notes taking, paraphrasing, elevator pitch, gender & diversity issues and ethical issues in technical communication
- To draft and communicate technical proposals (such as research/dissertation proposal, research project, fellowship, consultancy etc.)
- To communicate formally with concerned stakeholders (higher authority, supervisor, conference chair etc)



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**List of References:**

1. <http://dl.acm.org/>
2. <http://springer.com/>
3. <http://sciencedirect.com/> (<http://elsevier.com/>)
4. <http://ieeexplore.ieee.org/>
5. <https://scholar.google.co.in/>
6. <https://www.scopus.com/>
7. <https://iitbombayx.in/>

**E-Resources / Web Links**

1. <http://courses.writing.ufl.edu/3254/Textbook/Lannon%20Instructor%20Manual%2012e.pdf>
2. <http://www.limat.org/data/research/Research%20Methodology.pdf>
3. [http://www.sociology.kpi.ua/wp-content/uploads/2014/06/Ranjit\\_Kumar-Research\\_Methodology\\_A\\_Step-by-Step\\_G.pdf](http://www.sociology.kpi.ua/wp-content/uploads/2014/06/Ranjit_Kumar-Research_Methodology_A_Step-by-Step_G.pdf)
4. <http://www.ndc.gov.ng/Lectures/Research-Methodology.pdf>

**List of Reference Books**

1. Raman, Meenakshi and Sangeeta Sharma, "Technical Communication: Principle and Practice", Oxford University Press.
2. Technical Communication, John M. Lannon, Pearson/Longman, 2008
3. The Technical Communication Handbook, Laura J. Gurak, Mary E. Hocks, Pearson Longman, 2009
4. Technical Communication, Mike Markel, Michael H. Markel, Bedford/St. Martin's, 2009

**List of Assignments:**

1. Searching criteria/techniques for relevant research papers (search by domain, time interval, keyword, title, authors etc)
2. Understanding terminology such as Impact factor, H factor, Bibliography, References, Citation etc.
3. Identify 5 research papers of your interest preferably from above reference sites. Identify and understand the sections: Title, Authors, Affiliation, Abstract, Introduction, Literature survey, Methods, Result, Discussion, Conclusion, and References.
4. For the 5 research papers identified above,
  - a. Classify the abstracts among: General domain statement, problem/gap/challenge/issue in the domain, other researchers' work, authors' contribution, comparison of authors work with other, utility/applicability of the research, future scope.
  - b. Read the conclusion and compare with abstract.
  - c. Paraphrase (rewrite the same contents in your own words) for the abstracts.
  - d. Identify tools and techniques used by the authors for experimentation.
5. Understand the difference between paraphrasing and plagiarism.
6. Write an elevator pitch describing you and compare the same with your co-student.
7. Draft various emails such as (i) to your friend (ii) to your research supervisor (iii) to a company for job application (iv) To an editor of a conference (v) to your principal, with relevant subjects. The emails should include (i) greetings and/or your introduction (ii) addressing the recipient (iii) signing off (iv) signature etc.