

## **Course Title: Technical Writing**

**Course No: ENG-256**

**Credit Hours: 3**

**Full Marks: 80+20**

**Pass Marks: 32+8**

**Nature of Course:** Theory (3 Hrs.)

**Course Synopsis:** This course offers a number of tools for writing in technical fields, by presenting clear explanations of key concepts and skills in written communication. The writing process is placed in a systems approach that integrates readings, planning, writing, and revising. Other features include suggestions about how to select, organize and present information in reports, papers and other documents.

**Goal:** This course presets the types of writing skills students need to have for a career in technology.

### **Unit 1.**

**15 Hrs.**

Turk & Kirkman, Writing is communicating, Thinking about aim and audience, Organization and layout of information, the use of headings and numberings, Rutherford, Foundations (audience, language and style, organization), Grammar Units (subjects and verbs, agreement: pronouns; pronoun references; avoiding shifts; modifiers; clause and simple sentence; compound sentences; complex and compound - complex sentences; fragments, run-ons, and comma splices; transition words; parallelism).

### **Unit 2.**

**15 Hrs.**

Turk & Kirkman, Algorithms for complex possibilities and procedures, style for Readability, Writing with a computer, Informative summaries, Choosing and using tables, illustrations and graphic presentation techniques; Rutherford, Writing Elements, (Technical definitions, technical descriptions, summaries, graphics, instructions, comparisons and contrast), Mechanics Units, (Capital letters; abbreviations and acronyms; end punctuation; commas; parentheses; dashes, brackets, ellipses, slashes, and hyphens; apostrophes; quotations).

### **Unit 3.**

**15 Hrs.**

Turk & Kirkman, Writing instructions, Writing descriptions and explanations, Writing letters and memoranda, Writing minutes and reports of proceedings, Writing in Examinations: Rutherford, Forms of Technical Communications (technical reports; forms, memos, and e-mail; business; letters; presentations; the job search: resume and letters), Appendices (common symbols and abbreviations; tips for word processing; sample reports; irregular verbs; job applications).

### Text Books:

- Truck, Christopher & John Krikman. **Effective Writing: Improving Scientific, Technical and Business Communications**. Second edition. London and New York: E & FN Spon, 1989. First Indian Reprint, 2003. ISBN 0-19-14660-1.
- Futherford, Andreas J. **Basic Communications Skills for Technology**. Second Edition. Pearson Education, 2001. First Indian Reprint, 2001. ISBN 81-7808-281-0

### Reference Books:

- Lannon, John M. **Technical Writing**, Sixth Edition. New York: HarperCollins 1994. ISBN 0-673-52294-6.
- Raman, Meenakshi, and Sangeeta Sharma. **Technical Communications: Principles and Practice**. New Delhi: Oxford University Press, 2004. ISBN 0-19-566804-9.
- Gerson, Sharon J., and Steven M. Gerson. **Technical Writing: Process and Product**. Third Edition. Pearson Education Asia, 2000. First Indian Reprint, 2001. ISBN 81-7808-381-7.
- Mohan, Krishna, and Meera Banergi. **Developing Communication Skills**. New Delhi: Macmillan, 1990. ISBN 0-333-92919-5
- Wehmeier, Sally, Chief Ed. **Oxford Advanced Learner's Dictionary of Current English**. Oxford University Press, 2005. ISBN 0-19-431665-3.
- Lafferty, Petter, and Julian Rowe, eds. **The Hutchinson Dictionary of Science**. Oxford: Helicon, 1993,. ISBN 009-177151-X

## Details on Question Model of Technical Writing (ENG. 256)

### Evaluation:

*Effective Writing* (EW) - 50%

*Basic Communication Skills for Technology* (BCST) - 50%

### Question Distribution:

Unit 1:

- ✓ EW - 1 Question
- ✓ BCST - 1 Question

Unit 2:

- ✓ EW - 1 Question
- ✓ BCST - 1 Question

Unit 2:

- ✓ EW - 1 Question
- ✓ BCST - 1 Question

### Question Types:

- What is communication ?
- Role of audience in communication
- Writing skills
- Organization etc.
- Reading
- Writing
- Grammar
- Correspondence
- Reports/Proposals
- Memos
- Job Applications etc.

Tribhuvan University  
**Institute of Science and Technology**  
Model Question

Bachelor Level/Second Year/Fourth Semester/Science  
Computer Science and Information Technology (CSc.251)  
**(Technical Writing)**

Full Marks:80  
Pass Marks:32  
Time: 3 hours.

*Candidates are required to give their answer in their words as far as possible.*

All questions carry equal marks.

**Attempt all the questions.**

1. Give a model of communication and discuss each of the components.
2. Discuss writing minutes and reports of proceedings with examples.
3. What are the steps in writing a summary?
4. Write a one-paragraph description of ways that you can improve your writing. Begin with a topic sentence. In the rest of the paragraph, add the details that support your topic sentence.
5. Correctly punctuate the following sentences:
  - a) The announcement stated, "I want all the machines that are broke sic sent back to the lab.
  - b) The test results will indicate go not go.
  - c) His last job I haven't the slightest idea of his other jobs was in the production department.
  - d) I tried every two number combination between thirty five and sixty five.
  - e) We received the replacement on 4 20 00
  - f) Mr. Harcort the manager and Mr. Leninson the job foreman arrived for the appointment.
  - g) A capacitor and an inductor can be connected in an inverted L configuration.
  - h) A band pass filter it will follow a typical band pass response curve allows a certain band of frequencies to pass.
  - i) She is paid on the basis of 40 hours week.
  - j) My goals are 1 finish my education, 2 work for a large company, and 3 start my own business.
6. Write a report on setting up a communication lab in your campus.

**Note: Choices can be given for each of the six questions.**