1. Course Code: PC506

2. Title: Technical Writing

3. Instructors: Shailendra Kumar Singh (shailendra_singh@daiict.ac.in)

4. Credit Structure (L-T-P-Cr): 1-0-0-1

5. Slot: Semester III (MTech)

6. Category: Core

7. Objective:
   To understand the importance of technical writing within the workplace and identify its various characteristics. This course will also locate technical writing in relation to other types of writing and help students determine how to meet the needs of a specific audience and a multiple audience. It will also allow students to plan a document’s purpose, scope, and medium. Finally, it will introduce students to the nuances and subtleties of technical research.

8. Suggested books:

9. Evaluation:
   Mid Semester Exam 40%, End Semester Exam 50% and Tutorial 10%.

10. Course outline:
   (i) Organizing Information (2 L)
   (ii) Letters, Memos, E-mail, and Related Forms (3 L)
   (iii) Using Summaries to Inform (3 L)
   (iv) Writing about Process (3 L)
   (v) Writing a Report (3 L)
   (vi) Writing the Formal Report (3 L)
   (vii) Selling Yourself (3 L)