In this course first-year M.Tech students are introduced to the basics of technical writing and communication skills that are essential in their professional life in the next 50-60 years. A set of guidelines on several important aspects of technical writing and presentations are presented. Several non-technical and technical writing exercises and slide-based technical presentations would be carried out using public-domain (free) software packages for practical training of the students.

**Topics**

A *tentative* list of topics is given below:

1. General guidelines
2. Basic English grammar - selected topics
3. Developing Reading and Listening Skills
4. Writing and defending a Thesis
5. Publishing Papers in Journals
6. Writing a Paper for a Conference
7. Writing a Proposal
8. Writing a resume or CV and tips on good job interviews

9. Writing a Technical Report

10. Corporate Communications: Memos, Reports, etc.

11. Technical Presentation using slides

12. Organizing references and developing a bibliography

13. Using platform-independent public-domain software such as LibreOffice Suite, Markdown, LaTeX and Beamer.

Reading Materials

- Several E-books (fiction and non-fiction) in Google Classroom
- Several papers and technical documents in Google Classroom

Grading Policy

- Attendance and Participation in Discussions: 10%
- Technical Presentation 20%
- Technical and non-technical writing exercises 30%
- In-Sem. 15% and End-Sem. Examination 25%
- If any instance of plagiarism, copying and cheating is detected an “F” would be given as the final grade irrespective of any other things.