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

• Handouts in Google Classroom
• 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.