

Branch: B.Sc.(IT)	Semester-II
Subject Code: 2105	Lecture: 02 Credit: 02
Course Opted	Skill Enhancement Course - 2
Subject Title	Technical Writing

Course Objectives

- To emphasis need and importance of Technical Communication
- To acquaint with process of Technical Writing
- To introduce various user guides
- To introduce the concept of Translation and Localisation
- To understand the importance of working environment

Course Outcomes

- Understand the process of Technical Writing
- Understand Various User Guides
- Aware about the concepts of Translation and Localization
- Aware about the Working environment required for technical writing
- Writing Project Proposal, Software Project Documentation and Report writing

Module	Sr. No.	Topic and Details	No. of Lectures Assigned	Marks Weightage
Unit I	1.	Technical Communication <ul style="list-style-type: none"> • Definition of Technical Communication • Need for Technical Communication • Importance of Technical Communication • Attributes of Technical Communication 	2	4
	2.	Role of Technical Author	1	2
	3.	Process of Technical Writing	1	2
Unit II	4.	Technical Publications User guides <ul style="list-style-type: none"> • Administering guides • Deployment guides • Installation guides • Implementation guides • Troubleshooting guides 	3	6
Unit III	5.	Technical Leaflets <ul style="list-style-type: none"> • Objectives • Components of Technical Leaflets • Preparing Technical Leaflets 	2	4
Unit IV	6.	Technical Specifications & Descriptions <ul style="list-style-type: none"> • Requirement Specifications • Functional Specifications • Design Specifications • Test Specifications • Writing Technical Descriptions • Writing Processes and Procedures 	3	6
Unit V	7.	Development Models	1	2

		<ul style="list-style-type: none"> • Waterfall • Agile 		
	8.	Translation and Localization <ul style="list-style-type: none"> • Fundamental Concepts 	2	4
	9.	Working environment <ul style="list-style-type: none"> • Working with SMEs • Working in global audience • Telephone etiquettes 	2	4
	10.	Technical Summaries <ul style="list-style-type: none"> • Types of Technical Summaries • Importance of Summaries • Format of writing Summaries 	2	4
	11.	Project Proposals <ul style="list-style-type: none"> • Objectives • Types of Proposal • Parts of Proposal • Writing the Proposal 	2	4
	12.	Software Project Documentation <ul style="list-style-type: none"> • Proposal • System Specifications • User Manual 	2	4
	13.	Reports Making and Note Making	2	4
TOTAL			25	50

Recommended Readings:

1. Technical Writing – Process and Product by Sharon T. Gerson & Steven M. Gerson, Pearson Education Inc.
2. Technical Writing and Profession by Thomas N. Huckin & Leslie A. Olsen, Macmillan
3. Writing and Life by Don Knefel, CBS College Publishing
4. Business Correspondence and Report Writing by R.C. Sharma & Krishna Mohan 3rd Edition Tata McGraw-Hill
5. Beginner's Guide to Technical Writing by John Evans
6. Thirty Minutes before presentation by Patrick Forsyth, Kogan Page India Pvt Ltd.
7. Writing and Analyzing effective Computer System Documentation by Ann Stuart, University of Evansville, Indiana
8. How to write a Computer Manual -A Handbook of Software Documentation by Jonathan Price, The Benjamin-Cummings Publishing Company, California
9. Technical Documentation by A. J. Marlow, NCC Blackwell
10. The Elements of Style by William Strunk Jr.
11. Technical Writing for Dummies by Sheryl Lindsell-Roberts
12. Technical Communication, 9th edition by Mike Markel
13. The Insider's Guide to Technical Writing by Krista Van Laan
14. Technical Writer Career Guide by ClickHelp
15. Microsoft Manual of Style