

FACULTY OF ARTS
DEPARTMENT OF LIBRARY AND INFORMATION SCIENCE
ALISVAC02-TECHNICAL WRITING

Learning objectives:

- To study the characteristics and features of technical writing.
- To teach the students to the communication and its components.
- To learn the methods of organization and presentation of data.
- To gain the concept of repackaging of information.
- To identify the editorial process involved in technical writing.

Course outcomes

At the end of the course the students able to

- Understand the characteristics and features of technical writing.
- Familiarize the components of technical writing .
- Learn the methods of organization and presentation of data.
- Receive knowledge on organization of different types of data
- Identify the editorial process involved in the technical writing

Unit I: Basic Concepts

Communication Process – Types of Communication - Characteristic, Features of Technical Writing – Reader, Writer Relationship – Technical writing skills.

Unit II: Components of Technical Writing

Language as a Medium for Communication of thought – Readability and Text – Aberrations in Technical writing

Unit III: Organization of Data

Organization and Presentation of Data in Abstract – Textual matter - References - Preparation of popular articles, technical reports, monographs - House journals

Unit IV: Repackaging of information

Preparation of review article – Trend report - progress reports

Unit V: Editorial process

Editor : Functions - Editorial tools, use of style manuals and proof reading, Current Trends - Current Stream of Thoughts

Text Books

Forsyth, Patrick. How to be better at writing reports and proposals. London: The Industry Society. 1998.

Basu, BN, Technical Writing, Chennai: PHI Publisher, 2008.

Neelameghan, A. Presentation of ideas in technical writing. New Delhi: Vikas Publishing house Ltd. 1975.

Supplementary Readings

Kumar, Krishna. Reference service. New Delhi, Vikas Publishing Ltd. 1993.

Khanna, J.K. Communicating knowledge. V-1- gateway to knowledge. Kurukshetra, Research Publication. 1997 p.84-139

Weismann, Hermann M. Basic technical writing. 4th ed. Columbus, Charles E. Merrill Publishing Co. 1980 p. 215-238

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