



Capital University of Science and Technology

Department of Computer Science

HMCS2033 - Technical Report Writing

Course Title: Technical Report Writing (HMCS2033)

Pre-requisite(s): Communication Skills (HMCS1023)

Credit Hours: 3

Instructor(s):

Engineers' Guide to Technical Writing by Kenneth G. Budinski

Text Book(s):

Reference Book(s):

- Technical Report Writing Today by Daniel G. Riordan, Wadsworth Publishing, 10th Edition, ISBN 9781133607380
- Scenarios for Technical Communication by Teresa C. Kynell and Wendy Krieg Stone. ISBN 978-0205275243
- Communication for Engineering Students by J. W. Davies, ISBN 978-0582256484 (Longman 1996)
- Science Research Writing for Non-Native Speakers of English by Hilary Glasman-Deal, Imperial College Press. ISBN 978 1 84816 309 6
- Effective communication for Science and Technology by J V Emden, Palgrave 2001, ISBN 9780333775462
- Van Emden J. and Easteal J. Technical Writing and Speaking, an Introduction (McGraw-Hill 1996)
- Eisenberg A. Effective Technical Communication (McGraw-Hill 1992)

Web Reference:

Course Introduction:

The career focus of this course is to build the combination of language and interpersonal skills needed to work independently, to lead teams effectively, and to become customer focused and result oriented in their approach. Developing technical documents, writing reports of various types, and contributing to the existing stock of knowledge through writing research articles are the tasks which can be the writing-related assignments of any profession.

Course Objectives



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The course aims to upgrade the technical writing of the students. Developing technical documents, writing reports of various types, and contributing to the existing stock of knowledge through writing research articles are the tasks which can be the writing-related assignments of any profession. It also aims to inculcate confidence and to groom their personality so that they can aim at executive level jobs. The career focus of this course is to build the combination of language and interpersonal skills needed to work independently, to lead teams effectively, and to become customer focused and result oriented in their approach.

Course Learning Outcomes (CLOs):

At the end of this course, the students should be able to:

CLO:1: Comprehend technical writing, its characteristics and referencing and differentiate between technical & academic writing. [C2 Understanding]

CLO:2 Write effective technical documents based on reader-based principles and clear writing style. [A2 Responding]

CLO:3: Prepare and Present report writing skills using a standard word processing software along with a referencing tool and other interpersonal skills. . [A3 Valuing]

CLOs – PLOs Mapping:

	CLO:1	CLO:2	CLO:3
PLO:1 (Academic Education)			
PLO:2 (Knowledge for Solving Computing Problems)			
PLO:3 (Problem Analysis)			
PLO:4 (Design/Development of Solutions)			
PLO:5 (Modern Tool Usage)			
PLO:6 (Individual and Team Work)			
PLO:7 (Communication)	√	√	



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PLO:8 (Computing Professionalism and Society)			
PLO:9 (Ethics)			√
PLO:10 (Life-Long Learning)			

Course Contents:

Week	Contents
1	Introduction to Technical Report Writing <ul style="list-style-type: none"> • Introduction to Technical Writing Purpose of Technical Writing <ul style="list-style-type: none"> • Characteristics of Technical Writing Difference between Technical Writing and Academic Writing
2	Different Parts of a Technical Report Front Material <ul style="list-style-type: none"> • Title Page • Letter of Transmittal • Abstract/Summary General Format <ul style="list-style-type: none"> • Introduction • Background • History, location, methodology, etc. • Results • Discussion of Results • Conclusion • Recommendations End Material <ul style="list-style-type: none"> • Referencing (IEEE Referencing) • Appendices
3	Kinds of Report- Formal & Informal Report <ul style="list-style-type: none"> • Difference between Formal & Informal Reports • Informal Introductions • Summary Background <ul style="list-style-type: none"> • Conclusions and Recommendations • Discussion • Uses of Informal Reports



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4	Style of Technical Writing <ul style="list-style-type: none"> • Choice of words • Choice of sentences
	<ul style="list-style-type: none"> • Choice of paragraphs
5	Technical Writing Process <ul style="list-style-type: none"> • The Pre-Writing Stage • The Writing Stage • The Post Writing Stage
6	Technical Writing Applications <ul style="list-style-type: none"> • Memorandums (Memo Format) • The Basic Elements of the Letter Format • The Basic Elements of the Letter Format
7	Writing Academic Proposal, Brochure and Manual Parts
8	Introduction to Technical Report Writing <ul style="list-style-type: none"> • Introduction to Technical Writing • Purpose of Technical Writing • Characteristics of Technical Writing • Difference between Technical Writing and Academic Writing
Mid-Term Exam	
9	Research Paper and its Publication <ul style="list-style-type: none"> • What is research paper / Formatting • How to publish a research paper • Journals, Impact Factors
10	Ethics in Technical report Writing <ul style="list-style-type: none"> • Avoid Plagiarism • Give Credit where due • Objective Analysis – Truthfulness • Professional and Ethical Behaviors • Adhere to Policy • Accuracy of Technical Information • Unbiasedness • Sensitivity to Law • Honesty • Confidentiality
11	Practices of Technical Report Writing



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12	Analysis of Different Samples Technical Reports
13	Analysis of Different Samples Technical Reports
14	Project Presentations
15	Project Presentations
16	Project Presentations

Grading Policy:

S.No	Grading	% of Total Marks
1	Assignments	15
2	Quizzes	15
3	Project	10
4	Mid-term Exam	20
5	Final Exam	40
	Total	100