



**TECHNICAL PAPER WRITING & IPR**  
(Syllabus)

<b>Course Code</b>	23AC1601	<b>Year</b>	III	<b>Semester</b>	II
<b>Course Category</b>	Audit Course	<b>Branch</b>	CIVIL	<b>Course Type</b>	Theory
<b>Credits</b>	-	<b>L-T-P</b>	2-0-0	<b>Prerequisites</b>	-
<b>Continuous Internal Evaluation</b>	30	<b>Semester End Evaluation</b>	-	<b>Total Marks:</b>	30

**Course Objectives:**

The course will explain the basic related to writing the technical reports and understanding the concepts related to formatting and structuring the report. This will help students to comprehend the concept of proofreading, proposals and practice

**Course Outcomes:**

Course will enable the student to:

<b>CO</b>	<b>Statement</b>	<b>Blooms level</b>
CO 1	Understand the structure and elements of technical reports and apply appropriate formatting.	<b>L2</b>
CO 2	Apply drafting techniques and editing principles to improve technical writing.	<b>L2</b>
CO 3	Develop skills in proofreading, summarizing, and presenting final reports and proposals.	<b>L2</b>
CO 4	Utilize word processing tools for professional document creation and management.	<b>L2</b>
CO 5	Demonstrate awareness of intellectual property rights, patenting processes, and global IPR context.	<b>L2</b>

**Course Articulation Matrix:**

<b>CO</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>	<b>PO8</b>	<b>PO9</b>	<b>PO10</b>	<b>PO11</b>	<b>PSO1</b>	<b>PSO2</b>
<b>CO1</b>	2	2	1	–	1	–	–	1	2	1	1	1	1
<b>CO2</b>	2	2	1	–	1	–	1	–	2	1	1	1	1
<b>CO3</b>	2	2	1	–	1	–	1	2	2	1	1	1	1
<b>CO4</b>	2	2	1	–	1	–	1	2	2	1	1	1	1
<b>CO5</b>	2	2	1	–	1	–	1	1	2	1	1	1	1

**Syllabus**

Unit No	Content	Mapped COs
I	<b>Introduction:</b> An introduction to writing technical reports, technical sentences formation, using transitions to join sentences, Using tenses for technical writing. <b>Planning and Structuring:</b> Planning the report, identifying reader(s), Voice, Formatting and structuring the report, Sections of a technical report, Minutes of meeting writing.	CO1
II	<b>Drafting report and design issues:</b> The use of drafts, Illustrations and graphics. <b>Final edits:</b> Grammar, spelling, readability and writing in plain English: Writing in plain English, Jargon and final layout issues, Spelling, punctuation and Grammar, Padding, Paragraphs, Ambiguity.	CO2
III	<b>Proofreading and summaries:</b> Proofreading, summaries, Activities on summaries. <b>Presenting final reports:</b> Printed presentation, Verbal presentation skills, Introduction to proposals and practice.	CO3
IV	<b>Using word processor:</b> Adding a Table of Contents, Updating the Table of Contents, Deleting the Table of Contents, Adding an Index, Creating an Outline, Adding Comments, Tracking Changes, Viewing Changes, Additions, and Comments, Accepting and Rejecting Changes, Working with Footnotes and Endnotes, inserting citations and Bibliography, Comparing Documents, Combining Documents, Mark documents final and make them read only., Password protect Microsoft Word documents., Using Macros,	CO4
V	<b>Nature of Intellectual Property:</b> Patents, Designs, Trade and Copyright. Process of <b>Patenting and Development:</b> technological research, innovation, patenting, development. International Scenario: International cooperation on Intellectual Property	CO5

<b>Learning Resource(s)</b>
<b>Text Book(s)</b>
1. Kompal Bansal & Parshit Bansal, “Fundamentals of IPR for Beginner’s”, 1st Ed., BS Publications, 2016. 2. William S. Pfeiffer and Kaye A. Adkins, “Technical Communication: A Practical Approach”, Pearson. 3. Ramappa,T., “Intellectual Property Rights Under WTO”, 2nd Ed., S Chand, 2015
<b>Reference Book(s)</b>
1. Adrian Wallwork, English for Writing Research Papers, Springer New York Dordrecht Heidelberg London, 2011. 2. Day R, how to Write and Publish a Scientific Paper, Cambridge University Press (2006)
<b>Web Materials:</b>
1. <a href="https://www.udemy.com/course/reportwriting/">https://www.udemy.com/course/reportwriting/</a> 2. <a href="https://www.udemy.com/course/professional-business-english-and-technical-report-writing/">https://www.udemy.com/course/professional-business-english-and-technical-report-writing/</a> 3. <a href="https://www.udemy.com/course/betterbusinesswriting/">https://www.udemy.com/course/betterbusinesswriting/</a>