



TECHNICAL PAPER WRITING & IPR
(Syllabus)

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

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

Course Articulation Matrix:

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PSO1	PSO2
CO1	2	2	1	-	1	-	-	1	2	1	1	1	1
CO2	2	2	1	-	1	-	1	-	2	1	1	1	1
CO3	2	2	1	-	1	-	1	2	2	1	1	1	1
CO4	2	2	1	-	1	-	1	2	2	1	1	1	1
CO5	2	2	1	-	1	-	1	1	2	1	1	1	1

**Syllabus**

Unit No	Content	Mapped COs
I	Introduction: An introduction to writing technical reports, technical sentences formation, using transitions to join sentences, Using tenses for technical writing. Planning and Structuring: Planning the report, identifying reader(s), Voice, Formatting and structuring the report, Sections of a technical report, Minutes of meeting writing.	CO1
II	Drafting report and design issues: The use of drafts, Illustrations and graphics. Final edits: 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	Proofreading and summaries: Proofreading, summaries, Activities on summaries. Presenting final reports: Printed presentation, Verbal presentation skills, Introduction to proposals and practice.	CO3
IV	Using word processor: 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	Nature of Intellectual Property: Patents, Designs, Trade and Copyright. Process of Patenting and Development: technological research, innovation, patenting, development. International Scenario: International cooperation on Intellectual Property	CO5

Learning Resource(s)
Text Book(s)
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
Reference Book(s)
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)
Web Materials:
1. https://www.udemy.com/course/reportwriting/ 2. https://www.udemy.com/course/professional-business-english-and-technical-report-writing/ 3. https://www.udemy.com/course/betterbusinesswriting/