

<b>Name of the Subject:</b> Technical Report Writing and Research Methodology				
<b>Subject Code:</b> 1015506				
<b>Aim: To study methods of Technical Report Writing and to study Scientific Research Methodology.</b>				
Objective:				
<b>1.</b>	<b>To learn to prepare Coherent and Analytical Report writing with Technical Content.</b>			
<b>2.</b>	<b>To study Scientific Approach to Research.</b>			
Pre-Requisites: --				
<b>Contents</b>				<b>Hours</b>
Unit -1	<b>Types and Classification of Reports</b> Types of reports, difference between technical, scientific, legal and other types of communications; specific characteristics of writing technical reports. English comprehension and oral communication.			6
Unit -2	<b>Presentation Techniques</b> Presentation techniques in digital and oral format for group discussion in seminars and meetings.			8
Unit -3	<b>Format and Elements of Reports</b> Preface, acknowledgements, contents, indexing, key word indexing, introduction, body terminal section, appendices, references; Use of Word Processing software; Literature surveys: Use of libraries, knowledge of indexing and available reference materials			10
Unit - 4	<b>Special Type of Writing</b> Special type of writing: articles and manuals; Planning and preparation of technical articles for publications; Popular articles; Formal letters and specifications: Business and official letters, styles and formats; Requests for specifications and other types of business enquiries; Replies to bidding for tenders and conduct of meetings; Agendas and minutes of official records and meetings			15
Unit - 5	<b>Research Methodology</b> Intuition and research; Scientific research, need for scientific approach to research; Research methods; Hypotheses, testing of hypotheses; Reporting of research; Research in planning.			9
<b>Text / Reference Books:</b>				
S. No.	Name of Authors	Titles of the Book	Edition	Name of the Publisher
1.	Riordan, D. and Pauley, S.E.	Technical Report Writing Today	--	Jonny and Books.
2.	Allwood, J.,	Logic of Linguistics	--	Cambridge University, Press, Cambridge.

	Anderson, L.G. and Dahl, O.			
3.	C.R. Kothari	Research Methodology	2009	New Age International Publisher
4.	R. Kumar	Research Methodology	2005	Sage Publication Ltd., New Delhi
<b>List of Exercises / Practicals:</b>				
1	To visit Library and refer Reports, Books, etc. prepare by different Authors / Researchers / Agencies and submit a Report about their understanding.			
<b>List of Assignments/Tests:</b>				
1	Test on Unit 1 and Unit 2.			
2	Assignment on Unit 4 or Unit 5.			