BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY & SCIENCE (AUTONOMOUS)
DEPARTMENT OF CIVIL ENGINEERING

Regulation	BR23				
III B. TECH II SEMESTER	Course Code: 23NC6T01	L	T	P	C
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Course Title:	AUDIT COURSETECHNICAL PAPER WRITING & IPR				

Course Objective:

1. The course will explain the basics 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

Unit 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.

Unit 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.

Unit III: Proofreading and summaries: Proofreading, summaries, Activities on summaries.

Presenting final reports: Printed presentation, Verbal presentation skills, Introduction to proposals and practice.

Unit 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,

Unit 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

Text Books:

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 Books:

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)

E-resources:

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/

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