BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY & SCIENCE

(An AUTONOMOUS INSTITUTION, APPROVED BY AICTE-NEW DELHI, PERMANENTLY AFFILIATED TO JNTUK-KAKINADA, ACCREDITED BY NAAC 'A' GRADE, 2 PROGRAMMES (CSE,EEE) ACCREDITED BY NBA (For A.Y 2023-24 to 2025-26) Post Box: 26, Amalapuram 533201, Dr.B R Ambedkar Konaseema Dt., A.P.

BR23 B.Tech CSE III YEAR II SEMESTER SYLLABUS

III Year II Semester	TECHNICAL PAPER WRITING & IPR (23NC6T01) (Common to CSE, CSE-AI&DS, AI&ML & IT branches)	L	T	P	C
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Course Objective : 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 (COs)

By the end of this course, students will be able to:

- **CO1**: Apply the principles of technical writing to prepare structured reports, technical sentences, and minutes of meetings with clarity and precision.
- **CO2**: Develop drafts and incorporate design, illustrations, and graphics, while applying grammar, readability, and plain English techniques to produce professional-quality documents.
- **CO3**: Demonstrate proficiency in proofreading, summarizing, and presenting reports effectively in both written and oral formats, including proposal preparation.
- **CO4**: Utilize advanced word processing tools such as table of contents, references, citations, macros, and document security features to enhance technical documentation.
- **CO5**: Explain the fundamentals of Intellectual Property Rights (IPR), including patents, copyrights, designs, and trade, and analyze the processes of patenting, innovation, and international cooperation.

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.

Dr.N.Rama Krishnaiah, Professor of CSE,UCEK & Control of Examination JNTUK, kakinada.	Dr.C.Krishna Mohan, Professor of CSE,IIT, Kandi, Hyderabad.	Dr.P.Radha Krishna, Professor of CSE,NIT, Warangal	Mr.Rajesh Bobburi Chief Operating Officer, HighQ Labs Private Limited, Rajahmundry	Dr.Lakshmi Haritha Medida, Associate Professor, R.M.K.Engineering College,Kavaraip ettai,Tamilnadu	Dr.K.Srinivas Professor & HoD Department of CSE, B.V.C.I.T.S, Batlapalem

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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