TECHNICAL ENGLISH

ENSH 303

Lecture: 1 **Year: III**
Tutorial: 0 **Part: I**
Practical: 0

Course Objectives:
The objective of this course is to develop proficiency in formal and academic writing with a focus on technical communication. It provides fundamental concepts and methodologies for preparing proposals, scientific manuscripts, and technical reports. The course emphasizes standard formats and structures, while fostering skills to logically link ideas and effectively present project work, seminars and conference papers.

1 Technical Proposals (3 hours)

- 1.1 Purpose and types of technical proposal
- 1.2 Structure of proposal
  - 1.2.1 Title page, letter of transmittal, table of content, list of illustrations, executive summary/abstract
  - 1.2.2 Introduction: Problem, solution, objective, data source, scope and limitation
  - 1.2.3 Discussion: Methods, scheduling, materials/ equipment, cost
  - 1.2.4 List of references, appendix, glossary
- 1.3 Key considerations and examples of technical proposal

2 Research Proposals (3 hours)

- 2.1 Purpose and types of research proposal
- 2.2 Structure of proposal
  - 2.2.1 Title page, letter of support, table of content, list of illustrations, executive summary, abbreviation
  - 2.2.2 Introduction: Background, problem statement, objective of the study, research hypothesis, scope and limitation
  - 2.2.3 Literature review
  - 2.2.4 Methodology: Methods, materials/ equipment
  - 2.2.5 Timeline and budget
  - 2.2.6 List of references, appendices
- 2.3 Key considerations and examples of technical proposal

3 Technical Reports (4 hours)

- 3.1 Components of report: Header, body, footer section
- 3.2 Key technical reports (Purpose, structure and key consideration)
  - 3.2.1 Inception report
  - 3.2.2 Progress report
  - 3.2.3 Feasibility report
  - 3.2.4 Detailed project report
  - 3.2.5 Project completion report
- 3.3 Short report
- 3.4 Case study

4 Manuscript for Journal (3 hours)

- 4.1 Difference between report and research article
- 4.2 Journal and scientific dissemination
- 4.3 Structure: Title, author/s, abstract, keywords, introduction, statement of problem, research questions, hypothesis, methodology, significance of the study, results, discussion, conclusion, declarations, references
- 4.4 key considerations

5 Citation and Referencing (2 hours)

- 5.1 In-text citation,
  - 5.1.1 Direct quote citations
  - 5.1.2 Indent citation
  - 5.1.3 Indirect citation
  - 5.1.4 Citing from books and journals
  - 5.1.5 Citing multiple authors in a single text
  - 5.1.6 Citing multiple texts from the same author
- 5.2 Using numerical, pagination, preparing a reference page

Final Exam

The questions will cover all the chapters in the syllabus. The evaluation scheme will be as indicated in the table below:

Chapter	Hours	Marks distribution*
1	3	6
2	3	6
3	4	8
4	3	6
5	2	4
Total	**15**	**30**

* There may be minor deviation in marks distribution.

References

1. Markel, M. and Selber, S. A. (2018). Technical communication. Bedford/St. Martin's.
2. Ingre, D. (2017). Engineering communication: A practical guide to workplace communications for engineers. Cengage Learning.
3. Rothwell, E. J., Cloud, M. J. (2017). Engineering writing by design: Creating formal documents of lasting value. CRC Press.
4. Blake, G., Bly, R. W. (1993). The elements of technical writing (Latest Edition). Macmillan.
5. Beer, D., Mc Murrey, D. (2013). A guide to writing as an engineer. John Wiley and Sons.
6. Lebrun, J. L. (2007). Scientific writing: A reader and writer's guide. World Scientific Publishing.