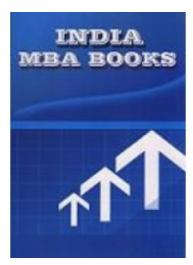# LISC516 Technical Writing

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Unit 1: Basics of Technical Writing – Definition, Overview, Purpose, Types, Characteristics,
Functions – Target group in Written Communication – Reader / Writer Relationship.47
Unit 2: Technical Writing Process: Definition, Structure, Purpose, Characteristics and functions. Readability and Aberrations in Technical Writing – Preparation of Short

Communications, Review Articles, Technical Report, Monographs, Project proposals, dissertations/theses and House Bulletins.

Unit 3: Technical Editing and Editorial Tools: Editor – Editorial process – Editorial Tools -
Dictionaries, Style Manuals, Standards and specifications.

Unit 4: Technical Writing Techniques – Information searching and gathering skills -
Designing pages – Elements of page design, basic design guidelines, developing a style sheet -
Visual aids - Tables, Line graphs, Bar graphs, Pie charts, Charts, and Illustrations

Unit 5: Technical Presentations and Evaluation – Use of MS-Office for the preparation, production and presentation of scientific and technical communications – use of multimedia
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