

B.Sc. (Data Science)
Discipline Specific Elective (DSE)
Semester VI

BSDB33603T: Technical Report Writing and IPR

Total Marks: 100
External Marks: 70
Internal Marks: 30
Credits: 4
Pass Percentage: 40%

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.

INSTRUCTIONS FOR THE PAPER SETTER/EXAMINER

1. The syllabus prescribed should be strictly adhered to.
2. The question paper will consist of three sections: A, B, and C. Sections A and B will have four questions from the respective sections of the syllabus and will carry 10 marks each. The candidates will attempt two questions from each section.
3. Section C will have fifteen short answer questions covering the entire syllabus. Each question will carry 3 marks. Candidates will attempt any ten questions from this section.
4. The examiner shall give a clear instruction to the candidates to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.
5. The duration of each paper will be three hours.

INSTRUCTIONS FOR THE CANDIDATES

Candidates are required to attempt any two questions each from the sections A and B of the question paper and any ten short questions from Section C. They have to attempt questions only at one place and only once. Second or subsequent attempts, unless the earlier ones have been crossed out, shall not be evaluated.

Section A

Unit I: Introduction: An introduction to writing technical reports, technical sentences formation, using transitions to join sentences, Using tenses for technical writing.

Unit II: 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 III: Drafting report and design issues: The use of drafts, Illustrations and graphics.

Unit IV: 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.

Section B

Unit V Proofreading and summaries: Proofreading, summaries, Activities on summaries. Presenting final reports: Printed presentation, Verbal presentation skills, Introduction to proposals and practice.

Unit VI 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

Unit VII: Using word processor: 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 VIII: 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.

Links:

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/>
4. T. Ramappa, Intellectual Property Rights Under WTO, S. Chand Publishers, 2008
5. R. P. Merges, P. S. Menell, Mark A. Lemley, Intellectual Property in New Technological Age 1997

1.