

PROGRAM STRUCTURE

Scientific and Technical Writing Program

The program structure is tentative in nature and can be modified and elaborated as per the requirements of Industry or recommendations by the experts.

- Scientific and Technical Writing: An Overview
- Main categories of scientific and technical documents
- Scientific and Technical Writing (English)- basic principles/ norms of good writing, clear writing, grammar and writing style, editing and revising, Proof-reading marks
- Processes and Guidelines- writing process, audience analysis, job analysis, revision techniques, library consultation, documentation, cross-referencing
- Introduction to the important tools employed in the preparation of a quality scientific-technical communication- Microsoft (MS) Office, MS Visio, Robo Help Office, Adobe Frame- Maker, Quadralay Web-Works, Epic Editor etc.
- Scientific Research Paper: Sections of a scientific paper, how to prepare and publish a scientific paper, significant global conventions and norms concerning scientific-technical writing/ publishing, referencing, yardsticks in the evaluation of scientific-technical writings
- Manuals: Main types, a standard- user, installation or maintenance manual, writing of an effective explanation, introduction, and creation of an elaborate outline for a technical manual
- Reports: Major categories of reports- technical, progress, project, inspection, feasibility, recommendation, incident, trip and other reports, their overview, structure and process
- Proposals, Business Plans and Press Releases
- Meeting Documents- Minutes and Agenda
- Letters- Job Application Letters, Acceptance Letters, Transmittal Letters, Letters of Inquiry, Technical-Information Letters and Memoranda, References and Letters of Recommendation, Obtaining Letters of Recommendation, Writing Letters of Recommendation
- Thesis
- Software Design Specification
- Contracts and Agreements
- Resumes
- Material Safety Data Sheets (MSDS)
- Specification sheets
- Standards
- Electronic Documents and Other documents: Catalogs, Pamphlets, Fact Sheets, Release Notes, Discrepancy Notices, White papers
- Instructional design
- Document, design aspects- book design, page design, headings. Visual elements- tables, graphs and charts etc.
- Formatting conventions, final packaging
- Selected relevant bodies, global conventions and norms concerning scientific-technical writing/ publishing, referencing
- Ethical norms, rights and permissions

