TECHNICAL REPORT WRITING AND SOFT SKILLS

OBJECTIVE

To gain skills and techniques to enhance the writing; choose the appropriate type of reports and its corresponding format; develop concise, accurate, readable information and report that gets the customers, media, and the shareholders straight to the solution; and effectively communicate the message to the target audience.

UNIT – I DOCUMENT DEVELOPMENT LIFE-CYCLE


UNIT – II DOCUMENTATION PROCESS


UNIT – III REPORT WRITING


UNIT – IV TECHNICAL WRITING TOOLS


UNIT – V INTERPERSONAL SKILLS


TEXT BOOKS:

REFERENCES: