Course Name: Scientific and Technical Report Writing
Course Code: HU112

I. Basic Course Information

Major or minor element of program: General
Department offering the course: Faculty

Academic level: 100 Level
Semester in which course is offered: Second (Spring) Semester
Course pre-requisite(s): N/A

Credit Hours: 3
Contact Hours Through:

Lecture	Tutorial*	Practical*	Total
2.5	1.5	0.0	4.0

* 1.5 hours for **either** Tutorial or Practical

Approval date of course specification: January 2015

II. Overall Aims of Course

Technical writing is the practical writing that people do as a part of their studies and jobs. Writing that gets work done is a key part of all professional occupations. Writing is frequent and is important. A corporate manager once said: "The most critical skill required in today's business world is the ability to communicate, both verbally and in writing. Effective communication has a direct impact on one's potential within an orgaization." The same goes for a student, his/her success within an educational institution depends on effective communication.
The aim of this course is to make the student an effective, confident technical writer. All the ideas in this course stem from three main concepts: technical writing is audience centered, technical writing is presentational, and technical writing is responsible. These concepts are stressed upon throughout the course.

III. Program ILOs covered by course

Program Intended Learning Outcomes (By Code)			
Knowledge & Understanding	Intellectual Skills	Professional Skills	General Skills
K8,K9	I8	P5	G1,G2,G4,G6

IV. Intended Learning Outcomes of Course (ILOs)

a. Knowledge and Understanding

K.1 Define technical writing along with its properties.
K.2 Identify some of the most common errors in grammar, punctuation, and spelling.
K.3 List and explain the process of technical writing.
K.4 Recognize and discuss different methods of writing developments.
K.5 Classify different types of illustrations.
K.6 Name and discuss basic technical writing elements (i.e. definition, description, instruction) in terms of their structure or what should they contain.
K.7 Describe types of informal reports and letters in terms of their purposes and differences.

b. Intellectual/Cognitive Skills

I.1 Apply effective ways to present sentences, paragraphs, and tone in order to help produce a document that readers find clear and easy to grasp.
I.2 Establish the writing objective, analyze the audience (who are they? how much do they know? what do they expect?), determine the scope of writing, and collect research.
I.3 Write an outline in the appropriate format and style.
I.4 Compose, using the outline, a rough draft.
I.5 Modify (revise) the rough draft for active language, clear and simple writing.
I.6 Apply the techniques of document design that ensure that memos and reports are more attractive and have the sense of professionalism.
I.7 Compose memorandums, letters, different types of informal reports, and formal reports, containing the appropriate elements in the right format.
I.8 Write a resume and a letter of application.

c. Practical/Professional Skills

P.1 Apply the technical writing process.
P.2 Write an error free technical writing document.
P.3 Learn to analyse a topic to be written so as to be able to select the most appropriate report type.
P.4 Use a word processor package to type, edit, and format the technical writing document, along with creating a table of contents, styles, etc…

d. General and Transferable Skills

G.1 Write technical reports for technical projects, Masters and PhD thesis, etc. …
G.2 Write professional resumes and gaining interviewing skills.
G.3 Work in teams.
G.4 Plan and discipline in writing.
G.5 Meet deadlines.
G.6 Learn the responsibility of ensuring that the facts of the matter are truly represented by the choice of words and crediting others work (ethical issue).

V. Course MatrixContents

	Main Topics / Chapters	Duration (Weeks)	Course ILOs Covered by Topic (By ILO Code)			
			K & U	I.S.	P.S.	G.S.
1-	Definition of technical writing	1	K1	I1		
2-	Defining Audiences	1		I2		
3-	Styles of writing	1	K4,K5			
4-	Steps of technical writing (6 steps of success)	3	K3,K6	I1,I2,I3,I4	P1	G4,G6
5-	Elements of technical writing	1	K4	I6,I7		G1,G3
6-	Memorandum/Email writing	1	K2	I7	P2	G6
7-	Informal reports	1	K7		P3	
8-	Formal reports	2		I2,I5	P2	G1,G4
9-	Resume writing	1		I8	P2	G2,G6
10-	Conducting interviews	1		I8	P4	G5
	Net Teaching Weeks	**13**				

VI. Course Weekly Detailed Topics / hours / ILOs

Week No.	Sub-Topics	Total Hours	Contact Hours	
			Theoretical Hours	Practical Hours*
1	Definition of technical writing	2.5	2.5	
2	Defining Audiences	4	2.5	1.5
3	Styles of writing	4	2.5	1.5
4	Steps of technical writing (6 steps of success)	4	2.5	1.5
5	Steps of technical writing (6 steps of success)	4	2.5	1.5
6	Steps of technical writing (6 steps of success)	4	2.5	1.5
7	**Midterm Exam**			
8	Elements of technical writing	4	2.5	1.5
9	Memorandum/Email writing	4	2.5	1.5
10	Informal reports	4	2.5	1.5
11	Formal reports	4	2.5	1.5
12	Formal reports	4	2.5	1.5
13	Resume writing	4	2.5	1.5
14	Conducting interviews	4	2.5	1.5
15	**Final Exam**			
Total Teaching Hours		**51**	**33**	**18**

* **No Practical/Tutorial during the first week of the semester**

VII. Teaching and Learning Methods

Teaching/Learning Method	Selected Method	Course ILOs Covered by Method (By ILO Code)			
		K & U	Intellectual Skills	Professional Skills	General Skills
Lectures & Seminars	X	K1,K2,K3,K4			G1,G2
Tutorials	X			P1,P2,P4	
Computer lab Sessions					
Practical lab Work					
Reading Materials	X	K1,K2,K3,K4,K5,K6,K7	I4-I8		G3-G6
Web-site Searches					
Research & Reporting					
Problem Solving / Problem-based Learning					
Projects					
Independent Work					
Group Work	X		I1,I2,I3	P3	
Case Studies					
Presentations					
Simulation Analysis					
Others (Specify):					

VIII. Assessment Methods, Schedule and Grade Distribution

Assessment Method	Selected Method	Course ILOs Covered by Method (By ILO Code)				Assessment Weight / Percentage	Week No.
		K & U	I.S.	P.S.	G.S.		
Midterm Exam	X	K1-K7	I1-I8	P1-P4	G1-G6	10%	7
Final Exam	X	K1-K7	I1-I8	P1-P4	G1-G6	60%	15
Quizzes							
Course Work	X		I1	P1-P4	G1-G6	10%	1-14
Report Writing	X		I7	P1-P4	G1-G6	10%	6
Case Study Analysis							
Oral Presentations							
Practical							
Group Project	X		I1-I6	P1,P4	G1-G6	10%	12
Individual Project							
Others (Specify):							

IX. List of References

Essential Text Books	• Daniel G. Riordan and Steven E. Panley, "Technical Report Writing Today," 2004 • Diane Lutovich and Janis Fisher Chan, "How to Write Reports and Proposals," 1998
Course notes	• None
Recommended books	• James H. Shelton, "Handbook for Technical Writing," 1994
Periodicals, Web sites, etc.…	• None

X. Facilities required for teaching and learning

List the facilities required
- None

Course coordinator: Ass. Prof. Ihab Elkhodary

Head of Department: Prof. Reda Abd El Wahab
Vice Dean for Education and Student affairs

Date: January 2015