

Language, Humanities, & Social Science Courses (LH)

Language, Humanities, & Social Science Courses Group

LH 231 – Technical Report Writing

COURSE INFORMATION

Course Title: Technical Report Writing

Code: LH 231

Hours: Lecture – 2 Hrs. Tutorial – 2 Hrs. Credit –3.

Prerequisite: LH 132

GRADING

Class Performance/Attendance: 10%

Midterm # 1/Assignments – (7th Week): 30%

Midterm # 2/Assignments – (12th Week): 20%

Final Exam: 40%

TEXT BOOK & REFERENCES

Handbook for Technical Report Writing by Shelton, James H Publisher: USA: NTC Buiness Books, 1994.

Writing Academic English by Oshima, Alice Publisher: New York: Addison-Wesley Publishing Company, 1991.

COURSE AIM

The course aims at enhancing learners' writing skills in order to write academic essays and reports following international standards. The course also includes a component on oral presentations of reports.

SPECIFIC OUTCOMES OF INSTRUCTION

By the end of the course, Students will be able to:

- Identify the different types of technical reports as well as their structure.
- Write effective background reports.
- Recognize the difference between instructional manuals and process description reports.
- Write effective primary research (lab) and feasibility reports.
- Recognize the different sections of a report and how to write each.

APPENDIX A-50

- Use a dictionary to know the different meanings of a word / phrase / expression and to
- Differentiate between synonyms.
- Summarize relevant texts.
- Paraphrase relevant texts.
- Include in-text citations in writing when necessary.
- Document report sources.
- Give oral presentations.

COURSE OUTLINE

- Week Number 1:* Orientation & placement test + Overview of Essay Writing
- Week Number 2:* Patterns of essay organization I: Logical division of ideas
- Week Number 3:* Patterns of essay organization II: Chronological order
- Week Number 4:* Patterns of essay organization III: Cause and effect order
- Week Number 5:* Patterns of essay organization IV: Comparison and contrast order
- Week Number 6:* Introduction to technical reports and plagiarism + Dictionary skills
- Week Number 7:* Summarizing + Progress test I
- Week Number 8:* Paraphrasing + Further practice on summarizing & paraphrasing
- Week Number 9:* Report format and outlines + Presentation skills (CD Viewing I)
- Week Number 10:* Quotations and source documentation + Writing workshop
- Week Number 11:* Use of illustrations in technical writing + Presentation skills (CD Viewing II)
- Week Number 12:* End-of-term presentations
- Week Number 13:* Mini-presentations + Writing Workshop
- Week Number 14:* Rehearsals
- Week Number 15:* Writing workshop + Progress test II
- Week Number 16:* Final Exam

COURSE COORDINATOR AND DEMAND

Course Coordinator: Dr.Ahmed Elbakly.

Course Demand: *Required*