

LH 231- Technical Report Writing

Hour: Lecture: 3 Tutorial: - OR Practical

Prerequisite: None

Designation: Required

Text book:

Oshima, Alice. Writing Academic English, New York: Pearson Education, 2006.

Course specific course information

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

COURSE INSTRUCTION OUTCOME

By the end of the course, learners 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.
- 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.

Student outcomes:

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Topics covered

- Orientation + Overview of technical report writing.
- Background reports.
- Process reports + Instructions and manuals.
- Primary research reports.
- Feasibility reports.

- Report format + Dictionary skills.
- Paraphrasing + Progress test I.
- Summarizing + Further practice on summarizing and paraphrasing.
- Discussion of report outlines + Presentation skills (CD viewing I).
- Quotations and source documentation+ Report writing workshop.
- Use of visual aids in technical writing + Presentation skills (CD viewing II).
- Report writing workshop + Progress test II.
- Mini presentations + Report writing workshop.
- Rehearsals.
- End- of- term presentations.

| Course / credit hours | Math & Basic Sciences | Engineering Topics | General Education | Other |
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| Technical Report Writing /3 | | | | 3 |