



Department of Languages
Smart Village Campus

LH 231

ESP III

Fall 2013

Course Outline

Instructor:													
E-mail:													
Office:													
Off. Hrs:													
GTA:													
E-mail:													
Office:													
Off. Hrs:													
Objective:	<ul style="list-style-type: none"> Summarize texts and articles of relevance to their majors in a concise manner. Outline, draft, and write different genres of technical writing (i.e., letters, memos, etc). Edit peers' written assignments for raising awareness and giving feedback. Write effective letters and memos for a variety of academic/professional purposes. Develop informal and formal reports of different types. Produce effective internal and external proposals. Use visual aids and illustrations in the writing of effective reports and/or proposals. Craft résumés and letters of application for employment and study reasons. Describe and illustrate the mechanism of different gadgets or machines and the process of operations pertinent to their studies. Enhance basic researching skills. 												
Software Requirements	Riordan, D.G. & Pauley S.E. <i>Technical Report Writing Today, Ninth Edition</i> , Houghton Mifflin Company, 2005. <i>Longman Preparation Course for the TOEFL Test</i> by Deborah Phillips, Pearson Corporation, 2003												
Text Book:	Supplementary material: http://owl.english.purdue.edu/owl/resource/747/01/ http://owl.english.purdue.edu/owl/resource/560/01/												
Grading:	<p><u>Evaluating system</u></p> <table> <tr> <td>1- 7th Week Exam</td> <td>30 marks</td> </tr> <tr> <td>2- 12th Week Exam</td> <td>20 marks</td> </tr> <tr> <td>3- Tutorial Activity</td> <td>10 marks</td> </tr> <tr> <td>4- Final Exam</td> <td>40 marks</td> </tr> <tr> <td></td> <td><hr/></td> </tr> <tr> <td>Total</td> <td>100 marks</td> </tr> </table>	1- 7 th Week Exam	30 marks	2- 12 th Week Exam	20 marks	3- Tutorial Activity	10 marks	4- Final Exam	40 marks		<hr/>	Total	100 marks
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Total	100 marks												

Week of		E V E N T	
1	Sept.22 nd	Lecture	Reports & Proposals / Researching Orientation & Review
		Tutorial	Business Correspondence Orientation & Review
2	Sept.29 th	Lecture	Chapter 8:Summarizing (pp. 204-214) Definition of summaries-audience-planning- writing summaries-work sheet for summarizing. Appendix: (pp551-557) sentence construction- comma splices-run on sentences-sentence fragments-modifiers subject verb agreement Assignment: Write a one-paragraph summary of a 2/3 page article related to your major.
		Tutorial	Chapter 12:Memorandums (pp. 287-320) Elements of memo- memo headings- sample memo report Appendix: (pp558-570) Punctuation-abbreviations-capitalization- numbers Assignment: Write a memo on moving to a new headquarter opening a new branch in Egypt.
3	Oct.6 th	Lecture	Chapter 12 Informal Reports (Elements/IMRD & Outline Reports) (pp. 291-316) Peer editing of the previous assignment. Assignment: Choose one • Write an IMRD report to give a result of a session in which you learned something about navigating the internet. (ex.2- p316) Write an outline report to summarize a long report.
		Tutorial	Chapter 19: Letters (Formats & Elements/ Planning) (pp.497-512) Peer editing of the previous assignment. Assignment: Write a letter to Cambridge University asking about the scholarships offered to overseas postgraduate students.
	Oct.13th	Holiday	Al-Adha Feast
4	Oct.20 th	Lecture	Chapter 12:Informal Reports (Analytical Reports) Peer editing of the previous assignment. Assignment: Write an analytical report using a table or graph to explain a problem and a solution to you manager (ex.1-p.316)
		Tutorial	Chapter 19: Letters (Transmittal letters) Peer editing of the previous assignment. Assignments: Write a transmittal letter to the headquarters of your company introducing an attached report dealing with the various personnel problems faced in your Cairo branch.
5	Oct.27 th	Lecture	Chapter 12:Informal Reports (Progress reports) Peer editing of the previous assignment. Assignment: Write a learning (progress) report for the writing assignments you have just completed.
		Tutorial	Chapter 19: Letters (General information letters) Peer editing of the previous assignment. Assignment: Write a general information letter to your instructor to give him/her the background details of a report you will submit.

6	Nov.3 rd	Lecture	<p>Chapter 7: Visual Aids (pp.174-203) Using tables-line graphs-using bar graphs-pie charts-illustration Peer editing of the previous assignment. Assignment: Conduct a survey on one of the chosen topic. Submit the results of a survey you have conducted using the appropriate visual aids.</p>
		Tutorial	<p>Chapter 20: Job application materials (Résumés) (pp.513-547) (Analyse the situation- Goals- audience- fields-assess your strength- needs of employers) Planning a resume- Write the resume Peer editing of the previous assignment. Assignment: Write your own résumé.</p>
7	Nov.10 th	Lecture	7th week exam
		Tutorial	7th week exam
8	Nov.17 th	Lecture	<p>Chapter 14: Formal Reports (Elements & front material) (pp.355-380) Peer editing of the previous assignment. Assignment: Write the introductory elements of a formal report on the technical problems of the wireless internet services.</p>
		Tutorial	<p>Chapter 20: Job application materials (Letter of application) (pp.525-534) Peer editing of the previous assignment. Assignment: Write a letter of application to a multinational company attaching your resume.</p>
9	Nov.24 th	Lecture	<p>Chapter 20: Job application materials (Letter of application) Chapter 14: Formal Reports (Body & end material) Peer editing of the previous assignment. Assignment: Write a full-length formal report on the technical problems of the wireless internet services</p>
		Tutorial	<p>Chapter 20: Job application materials (Follow-up letters) Peer editing of the previous assignment. Assignment: Write a follow-up letter that comes after your interview with the HR head in the company you applied for.</p>
10	Dec.1 st	Lecture	<p>Chapter 16: Proposals (External proposals) (pp. 415-440) Peer editing of the previous assignment. Assignment: You are working in an internet servicing company. Write an external proposal offering Internet service providing to the AAST</p>
		Tutorial	<p>Chapter 9:Defining (pp.215-227) Peer editing of the previous assignment. Assignment: Write 2/3 extended definitions of technical terms relevant to your major for non-expert readers in addition to an extended definition of an effective Website.</p>
11	Dec.8 th	Lecture	<p>Drafts- 12th week exam Draft writing on one of the suggested topics.</p>
		Tutorial	<p>Drafts- 12th week exam Draft writing on one of the suggested topics.</p>
12	Dec.15 th	Lecture	12th week exam
		Tutorial	12th week exam

13	Dec.22 nd	Lecture	<p>Chapter 16: Proposals (Internal proposals) (pp. 415-440) Peer editing of the previous assignment. Assignment: Using visual aids and graphs, write an internal proposal on solving the limited number of rooms allocated to classes in Engineering building.</p> <p>Chapter 5: Researching (pp 112-136) Assignment: Write a plan to a research on one of the suggested topics on pp. 133-134</p>
		Tutorial	<p>Chapter 10: Describing (Description of a mechanism) (pp. 228-259) Peer editing of the previous assignment. Assignment: Write an essay describing the mechanism of a gadget of your choice (e.g., iPhone, digital camera, etc. or any other one related to your major).</p>
14	Dec.29 th	Lecture	<p>Chapter 5: Researching (cont.) Collecting information from people (interviewing-over viewing- surveying) Collecting published information- develop research strategy- helpful sources- record your findings Peer editing of the previous assignment. Submitting, correcting, and discussing the final draft of the research paper</p>
		Tutorial	<p>Chapter 10: Describing (Description of a process) Peer editing of the previous assignment. Assignment: Describe the process of operating the gadget you chose in the previous assignment.</p>
15	Jan.5 th	Lecture	Revision
		Tutorial	Revision
16	Jan.12 th	Final Exam	

Good Luck