

LH231 Technical Report Writing

COURSE INFORMATION

Prerequisites	Academic Year & Level		Teaching Methods			Credit Hrs.
	Year	Semester	Lecture	Tutorial	Lab.	
ESPII	1	1	2	2		3

COURSE AIM

This course is designed to help students to master professional technical writing by means of a systematic writing process: outlining, drafting, revising, and writing. The course primarily addresses key topics of importance to students' academic and professional life, namely, writing effective memos, letters, reports, proposals, résumés, and descriptions. During the course, students engage in weekly hands-on assignments that capitalize on these multiple genres and their respective formats.

COURSE WEEKLY CONTENTS

- 1 Orientation + summarization skills
- 2 Introducing Visual Aids (table-line graphs, bar graphs, pie charts and visual effects) + (Description Reports; mechanism description) + Writing Assignments
- 3 Informal Reports and Emails (IMRD); types & basic strategies of informal reports + (Description Reports Cont'd; process description) + Writing Assignments
- 4 Informal Reports and Emails (IMRD); brief analytical reports writing + Recommendation and Feasibility Reports; planning recommendation reports + Writing Assignments
- 5 Informal Reports and Emails (IMRD); progress & background reports + Recommendation and Feasibility Reports Cont'd; planning feasibility reports + Writing Assignments
- 6 Informal Reports and Emails (IMRD); transmittal correspondence + User Manuals; planning the manual + Writing Assignments
- 7 Midterm Exam
- 8 Formal Reports; elements & front material + User Manuals Cont'd; writing the manual + Writing Assignments
- 9 Formal Reports Cont'd; body & end material + Job Application Material; elements of letter of application + Writing Assignments
- 10 Proposals (grant proposals) + Job Application Material Cont'd; Resumes – ethics, planning, writing + Writing Assignments
- 11 Peer reviews, handing in of writing portfolios & first drafts of the tasks included in the 12th Week Assessment
- 12 12th Week Assessment
- 13 Proposals Cont'd; planning proposals + Job Application Material Cont'd; letter of application + Writing Assignments
- 14 Proposals Cont'd; internal proposals + Job Application Material Cont'd; follow-up letter + Writing Assignments
- 15 Revision

STUDENT GRADING & ASSESSMENT

Weeks	Exams	Assign.	Quizzes	Reports	Present.	Lab.	Total
1 to 7	20	Midterm	←	1 0	M A R K S	→	30
			To be freely distributed among possible assessments				
8 to 12			←	2 0	M A R K S	→	20
13 to 15			←	1 0	M A R K S	→	10
16 or 17	40	Final					40
Total	Exams	Assign.	Quizzes	Reports	Present.	Lab.	100

REFERENCES

- Textbook Riordan, D.G. & Pauley S.E. *Technical Report Writing Today, Tenth Edition*, Houghton Mifflin Company, 2014.
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- Other <http://owl.english.purdue.edu/owl/resource/747/01/>
<http://owl.english.purdue.edu/owl/resource/560/01/>