BENHA UNIVERSITY

FACULTY OF ENGINEERING AT SHOUBRA

Model No.12
Course Specifications: (2014-2015)
Technical Report Writing

University: Benha University
Faculty: Faculty of Engineering at Shoubra
Department offering the program: Mechanical Engineering Department
Department offering the course: Mechanical Engineering Department

1- Course Data

Course Code: GEN191   **Course Title:** Technical Report Writing
Specialization: Design and Production Engineering   **Course Type:** Compulsory   **Study Year:** first year
Teaching Hours: Lecture: 0   Tutorial/ Practical: 2   Total: 2

2- Course Aim

For students undertaking this course, the aims are to:

1. Demonstrate an understanding of oral communication skills such as Power Point presentations
2. Demonstrate an understanding of ethical decision making process.
3. Demonstrate an understanding of audience analysis, including tone and word choice, demographics, etc.
4. Demonstrate an understanding of document presentation, including layout/design and proper grammar/mechanics.
5. Demonstrate, through testing and performance, an understanding of the requirements for academic honesty – ability to use formal research documentation, direct and indirect quotation, giving original sources proper credit in all cases.

3- Intended Learning Outcomes of Course (ILO'S)

a- Knowledge and Understanding

On completing this course, students will be able to demonstrate the knowledge and understanding of:

a.1 Knowing and understand the technical language and report writing. (A10)

b- Intellectual Skills

At the end of this course, the students will be able to:

b.1 No

c- Professional Skills

On completing this course, the students are expected to be able to:

c.1 Prepare and present technical reports. (C12)

d- General Skills

At the end of this course, the students will be able to:

- No thing

4- Course Contents

Week no.	Topics
1	A-Introduction to Technical Writing, Audience Analysis, Usability
2	A-Introduction to Technical Writing Business Ethics: This unit will establish the basic foundation for technical report writing.
3	B- Short Business Writing: This unit will cover the memo and email message.
4	C- Cover Letter and Resume: This unit will discuss the different types of letters common to business applications and practice writing: job application cover letter; inquiry letter; and letter of complaint. We will also discuss the various types of resumes and ask students to compile their own.
5	D- Brief Instructions: This unit will discuss how to write a set of brief instructions.
6	E- Short Report: This unit will discuss the various types of reports and ask students to compose a report making recommendations.
7	F- Power Point Presentations: This unit will discuss the issue of oral communication and ask students to prepare a Power Point presentation, possibly concerning the short report.
8	G- Web Page Design & Digital Communication: This unit will briefly cover the role of digital, on-line communication, including business applications of blogs and web sites.
9	G- Web Page Design & Digital Communication: designing a simple, two page web site.
10	H- Newsletters & Flyers: basic layout and design strategies (Group Projects)
11	I- Class participation and homework: Throughout the units, students will be required to actively participate in class discussion and turn in a variety of homework assignments.
12	I- Class participation and homework: Throughout the units, students will be required to actively participate in class discussion and turn in a variety of homework assignments.
13	J-Revision of assignments: must include any previous version of that document I have graded. Failure to include graded drafts with a revision paper will result in a NA grade for the assignment. The student will receive the first grade for that assignment

5- Teaching and Learning Methods
　　5.1- Seminar / workshop.
　　5.2- Class activity.
　　5.3- Case study.
　　5.4- Assignments / homework.

6- Teaching and Learning Methods of Disables
- Nothing.

7- Student Assessment

a- Student Assessment Methods

1. Four assignments to assess knowledge and intellectual skills.
2. Three quizzes to assess knowledge, intellectual and professional skills.
3. Mid-term exam to assess knowledge, intellectual, professional and general skills.
4. Final exam to assess knowledge, intellectual, professional and general skills.

b- Assessment Schedule

No.	Assessment	Week
1	Assignments	3, 4, 6, 10
2	Quizzes	5, 7, 10
3	Mid-term exam	8
4	Final exam	15

c- Weighting of Assessments

Assessment	Weight
Mid-Term Examination	10 %
Final-Term Examination	70 %
Semester work	10 %
Other types of assessment	10 %
Total	100 %

8- List of References

a- Course Notes

1- Course notes prepared by instructor.

b- Books

1. Gurak, Laura J., and John M. Lannon. A Concise Guide to Technical Communication. 3rd ed. NY:Pearson/Longman, 2007. (ISBN 0-321-39168-3)

c- Recommended Books

1. A good dictionary would be helpful such as, The Elements of Style, by Strunk and White.

d- Web Sites

1- www.longman.com

Course Coordinator: Assoc. Prof. Dr/ Sameh Habib

Head of Department: Prof. Dr / Osama Ezzat Abdullatif

Model No.11A
Course Specifications: Technical Report Writing

University: Benha University
Faculty: Faculty of Engineering at Shoubra
Department offering the program: Mechanical Engineering Department
Department offering the course: Mechanical Engineering Department

Matrix of Knowledge and Skills of the course

No.	Topics	week	Basic Knowledge	Intellectual Skills	Professional Skills	General Skills
1	Introduction to Technical Writing, Audience Analysis, Usability	1	a1			
2	Introduction to Technical Writing Business Ethics	2	a1			
3	Short Business Writing	3			c1	
4	Cover Letter and Resume	4			c1	
5	D- Brief Instructions	5	a1		c1	
6	E- Short Report	6			c1	
7	F- Power Point Presentations	7			c1	
8	Mid term					
9	G- Web Page Design & Digital Communication	9	a1		c1	
10	Web Page Design & Digital Communication	10			c1	
11	Newsletters & Flyers	11	a1			
12	Class participation and homework	12			c1	
13	Class participation and homework	13	a1		C1	
14	Revision of assignments	14	a1			
15	Final exam					

Course Coordinator: Assoc. Prof. Dr/ Sameh Habib

Head of Department: Prof. Dr. /Osama Ezat Abd Ellatif

Matrix of course aims and ILO's

Course Title: Technical Report Writing

Course Code: GEN191

Teaching Hours: Lecture: 0   Tutorial: 2   Total: 2

Major or minor element of program: Major.

Program on which the course is given: B.Sc. Mechanical Production Engineering

Department offering the program: Mechanical Engineering Department

Department offering the course: Design and Production Engineering

Academic year / level: 2014-2015 First Year / Second semester

Date of specifications approval: 2014

Course aims	Basic Knowledge	Intellectual Skills	Professional Skills	General Skills
2.1- Demonstrate an understanding of oral communication skills such as Power Point presentations.	a1			
2.2- Demonstrate an understanding of ethical decision making process.			c1	
2.3 Demonstrate an understanding of audience analysis, including tone and word choice, demographics, etc.	a1			
2.4- Demonstrate an understanding of document presentation, including layout/design and proper grammar/mechanics.	a1			
2.5- Demonstrate, through testing and performance, an understanding of the requirements for academic honesty – ability to use formal research documentation, direct and indirect quotation, giving original sources proper credit in all cases.			c1	

Course Coordinator: Assoc. Prof. Dr/ Sameh Habib

Head of Department: Prof. Dr./ Osama Ezzat Abdullatif