Technical Writing and Presentation Skills

Code	Credit Hours
HU-226	2-1

COURSE DESCRIPTION:

This course highlights, practices and implements the Technical Communication. The main emphasis will be laid on writing especially the technical writing, its traits, applications and assignments. This course will not only help in developing professional writing skills but also how, when and whom to communicate in professional settings.

TEXT AND MATERIAL

Textbooks:
1. Technical Writing: A Practical Guide for Engineers and Scientists (What Every Engineer Should Know) Latest Available Edition by Phillip A. Laplante (Author)
2. User Guides, Manuals, and Technical Writing: A Guide to Professional English (Guides to Professional English) Latest Available Edition, Kindle Edition by Adrian Wallwork (Author)

Reference Material:
1. CVs, Resumes & LinkedIn: A Guide to Professional English
2. Email & Commercial Correspondence: A Guide to Professional English

PREREQUISITE:
1. Functional English and Communication

ASSESSMENT SYSTEM:

Quizzes	10%
Assignments	10%
Mid Terms	30%
ESE	50%

TOPICS COVERED WITH THEIR CONTRIBUTION TO PLOs:

Week No	Description	Ref Book Chapter Number
1	Introduction Course Outline, objectives, teaching plan, assessment method	
2	Formal and informal use of language in technical writing	1
3	Difference between general and technical writing	2
4	Applications of Technical Writing (Letter Writing) Letter of Complaint, Letter of Acknowledgment	Online resources
5	Applications of Technical Writing (Continued) 1. Letter of Acceptance 2. Letter of Rejection/Refusal	Online resources
6	Professional Correspondence through emails 1. Official email format and style 2. Making & responding to official requests through emails	1-6 & 9
7	Memorandums, 1. Purpose and types 2. Writing Memorandums	5
8	Job Application Process Curriculum Vitae 1. Format of CV 2. Difference between CV and Resume 3. Making a CV	1-10
9	**MID TERM EXAM**	

10	Cover Letter
	  1. Importance of Cover Letter in job application process
	  2. How to write a good cover letter to complement the CV
		12

11	Statement of Purpose
	  1. What and Why of SoP
	  2. How to write a winning Statement of Purpose
		Online resources

12	LinkedIn Profile	6-10

13-14	Report Writing
	  1. Types of reports
	  2. Format of a research report
	  3. Review of Literature, Choice of Methods for research report
		3-4

15	Data collection and analysis for research paper writing	3-4
16	Formatting and referencing Avoiding plagiarism by citing sources correctly	3-4
17	Presentation based on students' own research reports	
18	**END SEMESTER EXAMINATION**	