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|--------------------------------|--------------------------|
| <b>Course Title</b>            | <b>Technical Writing</b> |
| Course Code                    | HU-210                   |
| Pre-Requisite                  | NA                       |
| Degree Program (BS / MS / PhD) | BS                       |

### **Course Objectives**

1. Apply the principles of successful professional writing to a range of realistic cases in technical communication
2. Analyze and produce typical office documents such as letters, memoranda, and reports

### **Learning Outcomes**

1. Develop professional vocabulary and grammar needed for industry and academia
2. Have command over all types of technical communication

### **Contents**

| <b>Week</b> | <b>Topic</b>   |
|-------------|--|
| 1           | <ul style="list-style-type: none"> <li>• What is Technical/Business Writing</li> <li>• Purposes and Importance</li> <li>• 7 Cs of successful communication and how they apply on the written word.</li> </ul>  |
| 2           | <ul style="list-style-type: none"> <li>• The basis of any piece of writing: A paragraph</li> <li>• Paragraph and the topic sentence which gives it structure</li> </ul>  |
| 3           | <ul style="list-style-type: none"> <li>• Overview of Writing process, Pre-writing techniques, Writing, re-Writing</li> <li>• Application of these writing stages (transitions, grammar, punctuation, capitalization, parallel structures, process writing)</li> <li>• Cover letters</li> </ul> |
| 4           | <ul style="list-style-type: none"> <li>• Types of letters: Module 7</li> </ul>   |

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|    | <ul style="list-style-type: none"> <li>• Good news letters</li> <li>• Bad news letters</li> </ul>  |
| 5  | <ul style="list-style-type: none"> <li>• Memo Writing</li> <li>• Types of Memos</li> <li>• Basic Elements of memorandum format</li> </ul>  |
| 6  | <ul style="list-style-type: none"> <li>• Electronic Correspondence</li> <li>• E-mail writing</li> <li>• The catches of e-mail writing</li> </ul>   |
| 7  | <ul style="list-style-type: none"> <li>• Similarities and differences between memo and e-mails</li> <li>• Referencing Styles and bibliography</li> </ul>   |
| 8  | <ul style="list-style-type: none"> <li>• Revision and recap</li> </ul>   |
| 9  | <b>Mid-term</b>  |
| 10 | <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Agenda points and minutes of the meetings</li> <li>• Different Formats to choose from</li> </ul>  |
| 11 | <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Agenda points and minutes of the meetings</li> <li>• Different Formats to choose from</li> </ul>  |
| 12 | <ul style="list-style-type: none"> <li>• Basics of Report Writing (Final project)</li> <li>• Defining Reports</li> <li>• Determining the Purpose and factors</li> <li>• Gathering information Needed</li> <li>• Interpreting the Findings</li> </ul> |
| 13 | <ul style="list-style-type: none"> <li>• Report Writing</li> <li>• Shorter Forms</li> </ul>  |

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|    | <ul style="list-style-type: none"> <li>• An Overview of Report Structure</li> <li>• Characteristics of Shorter Reports</li> <li>• Abstract Writing</li> </ul>  |
| 14 | <ul style="list-style-type: none"> <li>• Report Writing</li> <li>• Shorter Forms</li> <li>• An Overview of Report Structure</li> <li>• Characteristics of Shorter Reports</li> <li>• Abstract Writing</li> </ul> |
| 15 | <ul style="list-style-type: none"> <li>• Final presentation of the projects</li> </ul>   |
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| 17 | <b>Buffer Week</b>   |
| 18 | <b>Final Examination</b>   |

**Readings List (including Books, Journals, Papers Articles, & Websites whatever is applicable)**

- a. Business Communication Building Critical Skills 6th (2016) by Braun, Locker & Kaczmarak
- b. Teaching Writing Essentials (2018) by Jon Balzotti
- c. Improve Your communication Skills (2011) by Alan Barker
- d. Bailey, Stephens (2015). Academic Writing, A Handbook for International Students. 4th Ed. Routledge.