

## **Technical Writing**

<b>Semester No</b>	<b>Code</b>	<b>Credit Hours</b>
3/8	HU-210	3 – 0

### **Course Description:**

This course will meet specific needs of the students of Communication Studies to equip them with the modern writing and presentation capabilities in order to meet the diverse market demands.

### **Text And Material:**

1. Technical Report Writing by Pauley & Riordon
2. Technical Communication by Rebecca Burnett
3. Effective Business Communication by Herta Murphy

### **Course Learning Outcomes:**

Upon successful completion of the course, the student should be able to:

1. Write pieces of English writing, both business and literature with full command.
2. Have command over all types of business communication and report writing
3. Prepare and maintain his / her CV and work portfolio.

### **Assessment System**

Quizzes	10-15%
Assignments	5-10%
Midterms	30-40%
ESE	40-50%

### **Week wise Lecture Plan:**

<b>Week No</b>	<b>Description</b>	<b>Quizzes</b>	<b>Assignment</b>
1	Introduction Course Outline, objectives, teaching plan, assessment method		
2	Formal and informal use of language in technical writing	01	

3	Difference between general and technical writing		
4	Applications of Essay Writing (Statement of Purpose) <ul style="list-style-type: none"> <li>• What and Why of SoP</li> <li>• How to write a winning Statement of Purpose</li> </ul>		01
5	Cover Letter <ul style="list-style-type: none"> <li>• Importance of a Cover Letter in job application process</li> <li>• How to write a good cover letter to complement the CV</li> </ul>	02	
6 - 7	Proposal Writing <ul style="list-style-type: none"> <li>• Review of Literature</li> <li>• Formatting and referencing</li> <li>• Avoiding plagiarism by citing sources correctly</li> </ul>		02
8	LinkedIn Profile		
<b>9</b>	<b>MIDTERMS</b>		
10	Job Application Process Curriculum Vitae <ul style="list-style-type: none"> <li>• Format of CV</li> <li>• Difference between CV and Resume</li> <li>• Making a CV</li> </ul>	03	0303
11	Professional Correspondence through emails <ul style="list-style-type: none"> <li>• Official email format and style</li> <li>• Making &amp; responding to official requests through emails</li> </ul>		
12	Applications of Business Writing (Letter Writing) <ul style="list-style-type: none"> <li>• Letter of Complaint</li> <li>• Letter of Acknowledgment</li> </ul>		04

13	Memorandums, <ul style="list-style-type: none"> <li>• Purpose and types</li> <li>• Writing Memorandums</li> </ul>	04	
14 - 15	Report Writing <ul style="list-style-type: none"> <li>• Types of reports</li> <li>• Format of a research report</li> <li>• Choice of Methods for research report.</li> </ul>		
16	Interview Skills		
17	Presentation based on students' own research reports		05
18	<b>END SEMESTER EXAMINATION</b>		