

Course Title	Technical and Professional Communications
Course Code	GE2204
No. of Credit Hrs (Lecture + Tutorial + Lab)	2 (2+0+0)
No. of Contact Hrs (Lecture + Tutorial + Lab)	2 (2+0+0)
Level-Year	3-2
Prerequisite (if any)	ENGL 1311

1) Course Objectives:

Students in this course examine the way of designing and presenting oral reports, written reports, and the use of visual and graphic resources into presentations. This course is, also, enhancing and strengthening these skills with an emphasis on the professional, public, and academic aspects of majors and career fields.

2) Expected Learning Outcomes:

After completing this course, the students should be able to:

1. Enhance proficiency in English for academic and professional purposes. KLO1 [1]
2. Explain and demonstrate knowledge of different types of business communication. KLO1 [1]
3. Design and format reports and presentations using a variety of resources. KLO2 [2]
4. Prepare communication documents by compiling and organizing information on a given topic. KLO3 [6]
5. Identify and analyze challenges in academic and professional communication. KLO9 [7]
6. Demonstrate audience awareness, clarity of communication, and collaborative teamwork in academic/professional contexts. KLO7 [5]

3) Course Contents

1. Introduction to technical and professional communications.
2. Types of technical and professional communications.
3. Design and formatting different types of English communication.
4. Audience analysis and document planning.
5. Miscellaneous challenges and tips.

4) Teaching Methods:

- Lectures and Discussion
- Videos
- Self-learning

5) Mode of Evaluation: Course Assessment Methods

- Quizzes and assignment
- Major Exams
- Final Exam



Evaluation

- **Semester Work**

Major Exams	30%
Quizzes and Homework	10%
Assignments	10%
Tutorial (Homework, Mini-project, Report, Long essay)	10%

- **Final**

Paper work	40%
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6) Textbook(s):

- Daphne Mackey, " Send me a Message: A step-by-step approach to business and professional writing", McGraw Hill (2006).

7) References:

- Eric H. Glendinning & Norman Glendinning, " Oxford English for Electrical and Mechanical Engineering", Oxford University Press (2000).

