

COURSE DESCRIPTION & SYLLABUS

1. Course Number	GE 2211-2	Course Name	Technical Report Writing
2. Credit hours	3 L + 0 T/P =3	Contact hours	3L + 0 T/P = 3 per week
Level / Year	--		
3. Course Instructor			
Tutorial/Practical Instructor	NA		
4. Textbook, title, author, and year	<p>Textbook:</p> <ul style="list-style-type: none"> • Introduction to Academic Writing; Alice Oshima, Ann Hogue; Pearson-Longman, 2006 • Academic writing from paragraph to essay, Dorothy E Zemach, Lisa A Rumisek; Macmillan, 2010 <p>Other supplemental materials:</p> <ul style="list-style-type: none"> • Longman Academic Writing: No. 3: Paragraphs to Essays, with Essential Online Resources, Alice Oshima, Ann Hogue, 27 March 2017 • Academic Writing for Graduate Students- Essential Tasks and Skills, 3rd Edition, John M. Swales & Christine B. Feak, Michigan Series in English for Academic & Professional Purposes, 2012 • Good Style: Writing for Science and Technology 2nd Edition, by John Kirkman, 2005 		
5. Specific course information	<p>a. Brief description of the content of the course (catalog description) Effective writing skills are essential for attaining professional credentials and advancing in one's career. Technical documents should be precise, concise, organized, and may be based on complex information. The purpose and target audience of each document determines the author's style, including document layout, vocabulary, sentence and paragraph structure, and visuals, among other factors. This course will enable the students to produce effective, clean, and reader-centered technical documents in an efficient manner by acquainting themselves with various forms of writing in science and technology. The key objectives of this are enlisted as follows:</p> <ul style="list-style-type: none"> ➤ Master the English language by understanding basic/advanced grammar. ➤ Understand what Technical Writing is and what it is not. ➤ Understand how to create a Technical Writing document from scratch. ➤ Understand how to check and ensure the quality of Technical Writing documents. ➤ Develop the necessary skills and knowledge required for a Technical Writer. ➤ Knowing how to properly plan and follow a structured writing process by collecting and organizing the necessary contents. ➤ Knowing how to write and edit a Technical Writing document. 		
Prerequisites	NA		
Co-requisites	NA		

Required, Elective, or Selected elective	Required	Language of instruction	English
		Hardware/software usage	May use Blackboard for Lecture delivery, online assessments

L Lecture; T Tutorial; P Practical

6. Specific goals for the course	<p>a. Specific outcomes of instruction</p> <p>By the completion of the course the student should be able to:</p> <p>CLO-1. Master the English language by understanding basic/advanced grammar (7) [K1].</p> <p>CLO-2. Understand what Technical Writing is and what it is not (7) [K1].</p> <p>CLO-3. Develop the necessary skills and knowledge required for a Technical Writer (5) [V2].</p> <p>CLO-4. Knowing how to properly plan and follow a structured writing process by collecting and organizing the necessary contents (5) [V2].</p> <p>CLO-5. Knowing how to properly plan and follow a structured writing process by collecting and organizing the necessary contents (5) [V2].</p> <p>CLO-6. Understand how to create a Technical Writing document from scratch (3) [S6].</p> <p>CLO-7. Knowing how to write and edit a Technical Writing document (3) [S6]. (ABET SO) [NCAAA PLO]</p>
	<p>b. Course Learning Outcomes (Mapped for Student Outcome of Criteria 3)</p> <p>CLO-1 &2. An ability to acquire and apply new knowledge as needed, using appropriate learning strategies. (7) [K1]</p> <p>CLO-3, 4, &5. An ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives. (5) [V2]</p> <p>CLO-6 7 7. An ability to communicate effectively with a range of audiences (3) [S6] (ABET SO) [NCAAA PLO]</p>
7. Brief list of topics to be covered	<p>Unit I: Revision of Basic English Grammar: Parts of Speech; Phrase-Clause-Sentence; Types of sentences, Tenses; Punctuation; Determiners; Moods & Voice.</p> <p>Unit II: Revision of Advanced English Grammar: Restrictive and non-restrictive clauses; Capitalization rules; Use of Conjunctions in a Sentence; Types of Clauses, Adjectives and Adverbs and their Use in Sentences; Verbals [Gerund, Participles; Infinitives]; Subject-Verb agreement; Transitions-Parallelism; Fragments and Run-Ons Modifiers.</p> <p>Unit III: Verb Tenses in Academic & Research Writing; Sentence Clarity and Redundancy; Paragraphing-Hyphenation.</p> <p>Unit IV: Technical writing: Technical Writing Process; Graphic aids in technical reports; Difference between academic and scholarly writing; Creative writing and Personal writing; Structure of a Paragraph-Development of Paragraph-Descriptive and Process Paragraphs-Opinion Paragraph-Comparisons/contrast paragraph; Structure of an essay-outlining an essay-Introduction and conclusion.</p> <p>Unit V: Literature review fundamentals; Plagiarism & Paraphrasing-Ethics in Technical Writing; how to check plagiarism, Awareness about Plagiarism Checker Software; Error spotting in paragraph/essays/reports; Citation & Referencing; Referencing software tools like Mendeley, Endnote, etc. Structure of Technical</p>

	Report, Thesis & Research Article: Structure of Thesis; Structure of a research article. Unit VI: Technical Writing Forums and Communities; Popular tools for technical writing, Technical Writing Courses; Technical report preparation-e. g. project report, lab report; short review, technical manual; How to publish your technical articles?												
8. Any other information	Course Assessment												
	<table border="1"> <thead> <tr> <th>Activity</th> <th>Assessment% (Marks)</th> </tr> </thead> <tbody> <tr> <td>Mid Exam (Mandatory)</td> <td>25% (25 Marks)</td> </tr> <tr> <td>Activity/Assignments/ Conceptual Tests</td> <td>20% (10 Marks)</td> </tr> <tr> <td>Quizzes</td> <td>15% (15 Marks)</td> </tr> <tr> <td>Final Exam</td> <td>40% (40 Marks)</td> </tr> <tr> <td>Total</td> <td>100% (100 Marks)</td> </tr> </tbody> </table>	Activity	Assessment% (Marks)	Mid Exam (Mandatory)	25% (25 Marks)	Activity/Assignments/ Conceptual Tests	20% (10 Marks)	Quizzes	15% (15 Marks)	Final Exam	40% (40 Marks)	Total	100% (100 Marks)
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Lecture Schedule

S.No.	Topics	Week#	Contact Hours
1	Unit I: Revision of Basic English Grammar	1 & 2	6
2	Unit II: Revision of Advanced English Grammar	3 & 4	6
3	Unit III: Academic & Research Writing; Paragraphing-Hyphenation	5	3
4	Unit IV: Technical writing: Technical Writing Process; Graphic aids in technical reports	6, 7, & 8	9
5	Unit V: Literature review fundamentals; Plagiarism & Paraphrasing-Ethics in Technical Writing	9	3
6	Unit VI: Technical Writing Forums and Communities; Technical Writing Courses; How to publish your technical articles?	10 & 11	6
7	Revision	12	3
	Total		36

*Recent topics over and above the syllabus