



Course Descriptor
ENGR202: Technical Writing and Presentation

Proposed Academic Year	2020/2021	Last Reviewed Academic Year	2019/2020
Course Code	ENGR202	Course Title	Technical Writing and presentation
Credit hours	3	Level of study	Undergraduate
College / Centre	CLFS	Department	Engineering
Co-requisites		Pre-requisites	Have completed ENGL101&ENGL102

1. COURSE OUTLINE

[Technical Writing course aims at teaching basic technical writing skills to enable students to communicate effectively and clearly in order to make them occupationally skilled workforce in Oman. It aims at developing their competencies in technical writing to meet the evolving needs of the local labor market. It also aims to develop skills such as critical thinking, research skills, writing emails, memos, letters for different purposes, curriculum vitae, designing and filling technical forms and instructional manuals, writing technical reports and technical essays. Technical writing emphasizes on effective written communication, understanding and analyzing the written texts, writing essays, replying mails, and filling all types of forms. By the end of the course, the students should upgrade their technical writing competencies in various technical fields and use basic technical jargons relevant to their specializations.]

2. AIMS

1. Acquire an in-depth knowledge of technical terminology related to each specialization.
2. Recognize the importance of technical writing and reporting, and analyze the pictorial or graphical illustrations to focus on the written organization of different types of written documents.
3. Prepare various methods of technical writing to create standard formats to construct meaningful written documents.
4. Identify and differentiate between technical writing and general essay writing, and develop a range of writing processes appropriate to various written tasks and communicate the ideas in a meaningful way.
5. Follow basic technical written instructions in English and provide a written document for a specific purpose to a specific audience.
6. Create standard technical documents through research and reflection
7. Select appropriate format for presenting the written information using the latest technology
8. Gather, interpret and document information, logically in an effective and a clear writing style.
9. Design persuasive and accessible documents to develop the



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competencies in technical writing to meet the changing market needs

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3. LEARNING OUTCOMES, TEACHING, LEARNING and ASSESSMENT METHODS

Learning Outcomes (Definitive)	Teaching and Learning methods (Indicative)	Assessment (Indicative)
Upon successful completion of this course, students will be able to:		
1. Use appropriate technical lexis and grammatical structures to communicate effectively in verbal and written form	Lectures and powerpoint presentations: Moodle integration with Microsoft teams	Moodle quizzes
2. Write/design instructional manuals and technical forms related to their specialization	Lectures and powerpoint presentations: Moodle integration with Microsoft teams	Moodle assignment
3. Write memos, e-mails and letters for different purposes (in relation to their specialization)	Lectures and powerpoint presentations: Moodle integration with Microsoft teams	Midterm exam: Moodle assignment
4. Write instructions about dos and don'ts at workplace .Write accident report (in relation to specialization	Lectures and powerpoint presentations: Moodle integration with Microsoft teams	Midterm exam: Moodle assignment
5. Write a technical report of 200-250 based on specialization. Give presentation on the reported topic	Lectures and powerpoint presentations: Moodle integration with Microsoft teams	Moodle assignment Submission through Turnitin
6. Write a technical essay of 200-250 words related to the specialization. Write a job application letter and a CV/resume	Lectures and powerpoint presentations: Moodle integration with Microsoft teams	Final exam: Moodle assignment



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4. ASSESSMENT WEIGHTING

Assessment	Percentage of final mark (%)
Quiz 1 & 2	10%
Assignment 1	10%
Midterm	20%
Assignment 2	10%
Presentation	10%
Participation	10%
Final Exam	30%
TOTAL	100%

5. ACHIEVING A PASS

Students will achieve 3 credit hours for this course by passing **ALL** of the course assessments [*alternatively, list the compulsory pass assessments**] and achieving a **minimum overall score of 50%**

NB *Ensure that ALL learning outcomes are taken into account

6. COURSE CONTENT (Indicative)

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<p>Week1: Technical vocabulary/Introduction to Technical Writing (Online teaching (lectures and powerPoint presentations: integrating Microsoft teams with Moodle)</p>	Hours 3
<p>Week 2: Technical vocabulary/Describing and designing technical forms/Describing and designing instructional manuals (Online teaching (lectures and powerPoint presentations: integrating Microsoft teams with Moodle)</p>	3
<p>Week 3: Technical vocabulary/ Describing and designing instructional manuals/Technical Correspondences (Online teaching :lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	3
<p>Week 4: Technical vocabulary/Technical correspondence: Memos, E-mails, Thank you letter, Complaint letter, Promotion Request letter, Leave permission letter, Order letter (Online teaching: lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	3
<p>Week 5: Technical vocabulary/Technical correspondence: Memos, E-mails, Thank you letter, Complaint letter, Promotion Request letter, Leave permission letter, Order letter (Online teaching lectures and power Point presentations: integrating Microsoft teams with Moodle)</p>	3



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Week 6: Technical vocabulary/Technical correspondence: Memos, E-mails, Thank you letter, Complaint letter, Promotion Request letter, Leave permission letter, Order letter (Online teaching lectures and power Point presentations: integrating Microsoft teams with Moodle)	
Week 7: Technical vocabulary/Do's and Don'ts at Workplace/Hazards and accidents at workplace (Online teaching: lectures and power Point presentations: integrating Microsoft teams with Moodle)	3
Week 8: Technical vocabulary/Do's and Don'ts at Workplace/Hazards and accidents at workplace(Online teaching :lectures and power Point presentations: integrating Microsoft teams with Moodle)	3
Week 9: Technical vocabulary/Technical report/Technical essay (Online teaching: lectures and power Point presentations: integrating Microsoft teams with Moodle)	3
Week 10: Technical vocabulary/Technical report/Technical essay (Online teaching: lectures and power Point presentations: integrating Microsoft teams with Moodle)	3
Week 11: Technical vocabulary/Technical report/Technical essay (Online teaching : lectures and power Point presentations: integrating Microsoft teams with Moodle)	3
Week 12: Job application letter./Writing a CV/Resume (Online teaching: lectures and power Point presentations: integrating Microsoft teams with Moodle)	3
Week 13: Presentation (Technical report): through Microsoft teams	3
Week 14: Presentation (Technical report) through Microsoft teams	3
Week 15: Revision	3
Week 16: Final Exam	3
Week 17:	
TOTAL HOURS	
Plus RECOMMENDED INDEPENDENT STUDY HOURS	
TOTAL COURSE HOURS	



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7. RECOMMENDED REFERENCES

Core text/s:

Books:

1. Richard Johnson Sheeban, July 17, 2011, Technical Communication today, 4th edition, Longman.
2. Richard Johnson Sheeban, March 14, 2014, Technical Communication strategies for today, 2nd edition, Longman.
3. Laura. J. Gurak, October, 2008, The Technical Communication Hand Book, 1st edition, Harvard University Press.
4. Leslie. C. Perelam, James Paradis, Edward Barrett, Edition 1998, The Mayfield Handbook of Technical & Scientific Writing, The McGraw- Hill Company.
5. Alan. S. Pringle, July 2003, A Real World Guide to Planning and Writing Technical Documentation, 2nd edition, Scriptorium Publishing Services Inc.
6. ELbashir.B, John. S, Kishan.R, 2014, Technical Writing Booklet, Vocational College, Ministry of Manpower, Oman
7. ELbashir.B, Goli.B, Kishan.R, 2014, Technical Communication Booklet, Vocational College, Ministry of Manpower, Oman

Websites

1. www.wikihow.com
2. www.mcmelectronics.com/blowout
3. <http://archidose.blogspot.com>
4. www.wiz.cath.vt.edu/tw/Technicalwriting/docdesign

Library + online resources:

Open Educational Resources:



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