Course Title: Professional Technical Writing
Course Number: 2201311

Course Objectives: This course aims at providing students with formal writing techniques that help produce cohesive and coherent forms of written English. Professional technical writing prepares students with the kinds of professional and technical writing that will aid in professional, administrative and research oriented careers. The types of writing to be taught include resumes, cover letters, business letters, feasibility studies, status reports, progress reports, memorandums, summaries, abstracts, and recommendations. Students will also learn how to write with precision, style and sophistication.

Intended Learning Outcomes:

Knowledge and Understanding (students should)

A. be able to express themselves in correct English.
B. recognize different technical writing techniques.
C. be able to write coherent and cohesive technical forms of writing.

Intellectual/Cognitive/Analytical Skills (Students should)

A. be able to recognize the weaknesses that create an incoherent piece.
B. improve their analytical and critical thinking skills when developing their arguments in writing.
C. be able to select and rearrange information according to its relevance.

Subject Specific Skills (Students should)

A. be able to write professionally and with a high level of sophistication in various technical writing reports.

Transferable Skills (Students should)

A. become better communicators and express themselves effectively in different forms of written English.
B. enrich their vocabulary.

C. develop their oral skills by participating effectively in class.
D. be able to target and avoid common writing mistakes.

Evaluation

Midterm:30%
Assignments and portfolio:10%
Participation:5%
Quiz:5%
Final Examination:50%

Course Policies:

1. You are expected to be in class on time. Latecomers will not be allowed to enter.
2. Students are allowed up to 7 absences. If you exceed this limit, you will fail the course.
3. Plagiarism is a serious offense. Please avoid it.
4. Mobile phones must be turned off in class. If your phone rings in class, you will be asked to leave.
5. No make-up exams. No exceptions.

Textbook: Riordan, Daniel.G & Pauley, Steven .E. *Technical Report Writing Today* (Sixth Edition).Boston: Houghton Mifflin, 1996.

Course Plan:

WEEK NUMBER	TOPIC
Week 1	Introduction. What is Professional Technical Writing?
Week 2	Technical Writing
Week 3	Technical Writing Style
Week 4	Cover letters
Week 5	Resumes
Week 6	Summarizing and Outlining
Week 7	Business Reports
Week 8	Recommendations
Week 9	Feasibility Reports
Week 10	Proposals and Abstracts
Week 11	Memorandums
Week 12	Progress Reports
Week 13	Status Reports
Week 14	Evaluations
Week 15	Exercises

References:

Andrews, Deborah C. *Technical Writing: Principles and Forms*. New York: Macmillan, 1982.

Brogan, John .A. *Clear Technical Writing*. New York : McGraw Hill,1973.

Cooper, Bruce M. *Writing Technical Reports.* Middlesex : Penguin,1964.

Hoover, Hardy. *Essentials for the Technical Writer*. New York: John Wiley, 1970.

Huckin, Thomas N. *Technical Writing and Professional Communication for Nonnative Speakers of English*. New York: McGraw –Hill, 1991.

Smock, Winston. *Technical Writing for Beginners*. New Jersey: Prentice-Hall, 1984.