Course Title	Technical Writing and Communication
Course Code	AENG201
Course Type	Required
Level	BSc ((Level 1)
Year / Semester	2nd or 3rd / FALL or SPRING
Teacher's Name	English Instructor

ECTS	5	Lectures / week	3	Laboratories / week	

Course Purpose and Objectives	The main aim of the course is to focus on the development of students' skills to improve their written, oral and visual technical communication for academic and professional settings. It introduces ways to write powerful, audience-driven documents in a variety of real-world business, professional, and technical contexts. It familiarises students with the principles of technical writing, the different types of writing and helps students to gain greater mastery of grammar, mechanics, and writing style thus, improving their writing skills. Students are instructed on how to deliver effective presentations with the use of appropriate documentary and visual aids as well as apply appropriate strategies for comprehending and analysing technical data.
Learning Outcomes	Upon completion of the course, students should be able to: • Communicate effectively orally and in writing to a variety of audiences in different academic and professional settings and situations • Write different types of professional documents for different purposes such as reports, abstracts, reviews, summaries, manuals and instruction guides • Summarise, paraphrase, quote, edit and revise academic and professional writing • Analyse, synthesise, and use information in communication • Evaluate and use printed and electronic source materials appropriate for academic research purposes • Write a polished résumé and cover letter • Prepare and deliver oral presentations/public messages for presentation to diverse co-cultural audiences with appropriate audio-visual support • Gain confidence in public speaking, decreasing anxiety and improving physical and vocal delivery.

Prerequisites	AENG120 / AENG102 or good knowledge of English	Co-Required	None
Course Content	The course content has been developed by the School of Engineering and the Centre of Languages. It focuses on the development of students' skills

	to improve their written, oral, and visual technical communication for academic and professional settings. It introduces ways to write powerful, audience-driven documents in a variety of real-world business, professional, and technical contexts. It familiarises students with the principles of technical writing, the different types of writing and helps students to gain greater mastery of grammar, mechanics, and writing style thus, improving their writing skills. Students are instructed on how to deliver effective presentations with the use of appropriate documentary and visual aids as well as apply appropriate strategies for comprehending and analysing technical data. In particular, the course covers the following: • Technical and business writing including: -emails/letters (inquiry and reply, complaint) -memos -résumés with cover letters -reports (assessment and recommendation) -proposals -executive summaries -reviews • Comprehension and analysis of technical documents such as: - instructional manuals - technical descriptions - abstracts - Research and white papers • Text description and analysis of information presented in visual elements such as graphs, charts, tables, flow diagrams and process overviews • Application of technical knowledge and information for professional communication • Improvement of structure, mechanics and writing style for clarity, concision, coherence and emphasis • Edition and revision of academic and professional writings • Preparation and presentation of professional technical documents, in both electronic and print format in skilful design using visual aids such as PowerPoint and other technological tools • Application of techniques to avoid plagiarism (paraphrasing, summarising, quoting and citations)
Teaching Methodology	The course is delivered to students by means of interactive lectures conducted by the instructor. The major method of teaching is the interactive communicative approach based on the principles of functional language learning and teaching. Audio-visual aids, class discussions, pair and group work and other communicative methods are among the instructor's tools to keep students' interest alive and elicit the maximum participation from students. Students are also encouraged to make extensive use of the Internet.
Bibliography	(a) Textbook(s) • Finkelstein, Leo. *Pocket Book of Technical Writing for Engineers &*

	Scientists. Third Edition. (McGraw-Hill's Best: Basic Engineering Series and Tools) New York, 2008 • Instructor's notes (b) <u>References</u> • Material provided by the Engineering Departments. • Burton, G. _Presenting-Deliver presentations with confidence_ First Edition. UK: Collins –EAP, 2013. • Murray, N. & Hughes, G. _Writing up your University Assignments and_ _Research Projects: A practical handbook._ First Edition. UK: Open University Press, 2008. • The Concise Oxford Dictionary, UK: Oxford University Press. • Hamp-Lyons, L. & Heasley, B. _Study Writing._ Second Edition. UK: Cambridge University Press, 2010 • Technical or scientific articles, videos, book extracts etc
Assessment	A two-method assessment is adopted. The Coursework assessment, which counts for the 60% of the overall mark, includes 1 test, student's portfolio and an oral presentation. The final examination counts for 40% of the overall mark. Midterm Test 30% Student portfolio 15% Oral presentation 15% Final Exam 40%
Language	English