

Course Title	Technical Writing and Communication				
Course Code	AENG210				
Course Type	Compulsory				
Level	BSc (Level 1)				
Year / Semester	2 <sup>nd</sup> (Fall/Spring)				
Teacher's Name					
ECTS	5	Lectures / week	2	Laboratories/week	N/A
Course Purpose	<p>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.</p>				
Learning Outcomes	<p>By the end of the course, the students are expected to:</p> <ol style="list-style-type: none"> <li>1. Communicate effectively orally and in writing to a variety of audiences in different academic and professional settings and situations.</li> <li>2. Write different types of professional documents for different purposes such as reports, abstracts, reviews, summaries, manuals and instruction guides.</li> <li>3. Summarise, paraphrase, quote, edit and revise academic and professional writings.</li> <li>4. Analyse, synthesize, and use information in communication.</li> <li>5. Evaluate and use printed and electronic source materials appropriate for academic research purposes.</li> <li>6. Write a polished résumé and cover letter.</li> <li>7. Prepare and deliver oral presentations/public messages for presentation to diverse co-cultural audiences with appropriate audio-visual support.</li> <li>8. Gain confidence in public speaking, decreasing anxiety and improving physical and vocal delivery.</li> </ol>				
Prerequisites	Good knowledge of English	Co-requisites	None		
Course Content	<p>In particular, the course covers the following:</p> <ul style="list-style-type: none"> <li>• Technical and business writing including: emails/letters (inquiry and reply, complaint), memos, résumés with cover letters, reports (assessment and recommendation), proposals, executive summaries, and reviews.</li> </ul>				

	<ul style="list-style-type: none"> <li>• Comprehension and analysis of technical documents such as: instructional manuals, technical descriptions, abstracts, research and white papers.</li> <li>• Text description and analysis of information presented in visual elements such as graphs, charts, tables, flow diagrams and process overviews.</li> <li>• Application of technical knowledge and information for professional communication.</li> <li>• Improvement of structure, mechanics and writing style for clarity, concision, coherence and emphasis.</li> <li>• Edition and revision of academic and professional writings.</li> <li>• 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.</li> <li>• Application of techniques to avoid plagiarism (paraphrasing, summarising, quoting and citations).</li> </ul>
Teaching Methodology	<p>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.</p>
Bibliography	<p><u>Textbooks:</u></p> <ul style="list-style-type: none"> <li>• P. Laplante, "<b>Technical Writing: A Practical Guide for Engineers, Scientists, and Nontechnical Professionals</b>", 2<sup>nd</sup> Edition, CRC Press", 2018, ISBN: 9781138628106.</li> <li>• H. Silyn-Roberts, "<b>Writing for Science and Engineering: Papers, Presentations and Reports</b>", 2<sup>nd</sup> Edition, Elsevier, 2013 ISBN: 978-0-08-098285-4.</li> </ul> <p><u>References:</u></p> <ul style="list-style-type: none"> <li>• Material provided by the School of Engineering.</li> <li>• Burton, G., "<b>Presenting-Deliver presentations with confidence</b>", 1<sup>st</sup> Edition, Collins-EAP, 2013.</li> <li>• Murray, N. &amp; Hughes, G., "<b>Writing up your University Assignments and Research Projects: A practical handbook</b>", 1<sup>st</sup> Edition. UK: Open University Press, 2008.</li> <li>• The Concise Oxford Dictionary, UK: Oxford University Press.</li> </ul>
Assessment	<p>A two-method assessment is adopted. The coursework assessment, which counts for the 60% of the overall mark in terms of assignments, research methodology, CV preparation, technical reports, presentation, individual effort, and the final examination assessment which counts 40% of the final mark. The weights for each assessment component are:</p> <ul style="list-style-type: none"> <li>• Class Participation: 10%</li> <li>• Assignments: 30%</li> </ul>

	<ul style="list-style-type: none"><li>• Presentation: 20%</li><li>• Final Exam: 40%</li></ul>
Language	English