Technical Business Writing

| Instructor *Fouzia Jamal* Contact Detail +923009503199  fjgoreja@numl.edu.pk Office Location *Ghazali Block,*  *Ground Floor, Room 05* Office Hours *9:30am to 10:30am*  *Tuesday*  *9:30am to 10:30am*  *Wednesday* | Course Overview  | Class | BSCS VI (M) | | --- | --- | | Session | Fall 2021 | | Course Time | Wednesday 8:00 – 9:15AM (online)  Friday 9:25-10:40AM (on campus) | | Credit Hours | 03 (3.0) | | Total Weeks | 16 | | Prerequisite | *None* |  Course DescriptionIn this course, students will learn about the topics on Writing Skills which will help them to write effectively and accurately. Course topics address both the technical aspects of writing skills and issues pertaining to formal documentation. |
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# COURSE CONTENTS

# This course introduces following major aspects of English language:

* Reading Comprehension Techniques
* Writing Process
* Summary writing
* Significance of visuals
* Revising Skills
* Punctuation Skills
* Oral Communication/Presentation Skills

**Course Objectives**

* To explain the concepts related to technical writing with an improved understanding
* To develop an understanding related to the style of report writing
* To improve the sub skills of writing: paraphrasing, summarizing, quoting

**COURSE LEARNING OUTCOMES:**

Upon successful completion of the course, the student will be able to:

| **Ser** | **CLO** | **Domain** | **Taxonomy level** | **PLO** |
| --- | --- | --- | --- | --- |
| 1 | Develop and express ideas through effective written  communication | Cognitive | C5 | 7 |
| 2 | Edit the documents for appropriate style including attention to word  choice, sentence structure, punctuation and spelling. | Cognitive | C4 | 7 |
| 3 | Initiate verbal, visual and multimedia materials as necessary in  individual or collaborative projects, as appropriate. | Affective | A3 | 7 |

**Course Schedule**

| Week | Topic | Material | Assignment/Quiz |
| --- | --- | --- | --- |
| Week 1 | **Technical Writing**-An essential job skill. |  |  |
| Week 2 | **Reading Skill** /The Research Process  Primary Research: Direct Observation/Surveys  Secondary Research a. Libraries b. Periodical Databases c. Reference Materials d. Internet Searches | PPT slides |  |
| Week 3 | **Writing Processes at work**: Outlining, Sequencing, Paragraphing | PPT slides | Quiz 1 |
| Week 4 | **Proposals**  1. Proposal Characteristics  2. Types of Proposals | Hand outs |  |
| Week 5 | 3. Writing a Successful Proposal 4. Proposals for Research Reports | PPT slides | Quiz 2 |
| Week 6 | Summarizing Skills  Preparing a Summary/ Abstract Writing | Handouts | Quiz 3 |
| Week 7 | **Process of revising**: Editing for Grammar, Usage and Mechanics  Sentence errors. | Practice exercises |  |
| Week 8 | Effective Mechanics: Spelling, Abbreviation, caps | PPT slides/Practice sheets | Assignment I |
| Week 9 | Plagiarism/ Paraphrasing Skills | PPT slides with handouts |  |
| Week 10 | Short Reports  1. Short Reports Guidelines 2. Progress Reports a. Parts of a Progress Report | Worksheets for practice |  |
| Week 11 | Long Reports: Parts of a Long Report a. Front Matter b. Text c. Back Matter | Exercises for practice |  |
| Week 12 | **Work related correspondence**:  Business Emails, Faxes /Memos/Flyers/Brochures etc. | Topics assigned for composing emails |  |
| Week 13 | Quoting /Referencing Skills | Practice with paragraphs | Assignment II |
| Week 14 | Punctuation Marks/ Transitions | Worksheets and exercises |  |
| Week 15 | **Workplace Visual Aids**: Purpose of Visual Aids in the Workplace. Effective Workplace Visual Aids. Two Types of Workplace Visual Aids Tables/Figures | Exercises for practice |  |
| Week 16 | Making Successful Presentations | worksheets |  |

# Class Presentations

Students are required to deliver presentations based on their Proposals. The timeline for the presentation is as follows

| Deliverables | | Due Date |
| --- | --- | --- |
| In-class oral presentations (Group/Individual) | 10th December, 2021  17th December, 2021 | |

# Recommended Textbooks

* Technical Report Writing Today, Daniel G. Riordan
* Technical and Business Writing for Working Professionals, Ray E. Hardesty Xlibris (June 22, 2011) ISBN-13: 978-1456819385

**Reference Material**

* Handbook of Technical Writing Ninth Edition by Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu Bedford/St. Martin’s Boston New York
* Writing in English: A Practical Handbook for Scientific and Technical Writers

**Teaching Methodology**

* Lecturing
* Worksheets for Practice
* PPT slides/ Handouts

**Grading Policy**

Your final grade will depend on the following:

* Attendance and participation in class discussions
* Scores in assignments and quizzes.
* The quality of your oral presentations

However, following calculations are necessary for the final evaluation:

* + - Mid Term Exam: 30%
    - End Term Exam: 50%
    - Assignment and Quiz: 10%
    - Presentation: 10%

# Academic Honesty and Cheating

The University, the Faculty, and the teaching staff take cheating, plagiarism and other forms of academic fraud very seriously.

* Note 1: No late academic deliverables will be accepted.
* Note 2: There are no "make up" tests. Tests missed for no reason are deemed to have been written and failed and are marked “F”.