University of Engineering and Technology Lahore
Department of Humanities, Social Sciences and Modern Languages
Course Outline

Course Title: Technical Writing and Presentation Skills
Course Code: HU-221L
Credit Hours: 01
Contact Hours: 03 per week

Course Description:

The course has been designed to teach students how to adapt their writing to different audiences and purposes. It will help learners develop strategies for making subjects clear to readers who need to understand them. Through this course, learners will learn to write in a clear and concise style, present information logically, and design documents in which format contributes to clarity and efficiency.

Course Objectives:

1. To enable the students to learn the principles of effective technical writing.
2. To help the students recognize and adapt writing for a variety of audiences and situations.
3. To enable the students to apply effective writing strategies in order to produce concise, clear, and meaningful documents ranging from technical definitions to technical proposals and reports.
4. To facilitate the students in developing effective presentation skills for presenting technical and research reports, proposals, or abstracts.

Methodology:

The teaching of concepts shall take place through lectures, during which analysis of technical examples will help the students grasp the concepts being taught. To check and reinforce understanding, exercises will follow each new concept. The instructor must incorporate presentations into the writing process.

Class Policy:

Punctuality and regularity are extremely important for this course. Anybody with less than 75% attendance will not be evaluated. All reading material will be given prior to or during the class. Everyone will be responsible for getting a personal copy of each handout given. Every student should keep all lecture notes, reading materials and assignments for this course in a separate folder.

Evaluation Criteria:

Attendance/ Class participation:	10 Marks
Quiz I	10 Marks
Mid-term Exam	30 Marks
Quiz 2	10 Marks
End-term Exam	40 marks

Reference books:

1) Raymond V. Lesikar & Marie E. Flatley. Basic Business Communication. McGraw-Hill/Irwin [2001].
2) Sharon J. Gerson & Steven M. Gerson. Technical Communication: Process and Product. Boston: Pearson Inc. [2017].
3) Suzan Last; Candice Neveu & Monika Smith. Technical Writing Essentials: Introduction to Professional Communications in the Technical Fields. [2019]
4) Andrea J. Rutherfoord. Basic Communication Skills for Technology. Pearson [2000].

Course Contents: Technical Writing and Presentation Skills, Course Code HU-221

Weeks	Main Topics	Contents
1.	Introduction to Technical Communication	A. What is technical communication? B. Factors to consider in technical communication C. Examining 1. Purpose 2. Audience 3. Format 4. Style D. Recognizing different audiences E. Involving the audience F. Determining how to provide content
2	Making Writing Effective Understanding the Writing Process	A. Achieving parallelism in writing B. Grammar, spelling, and punctuation C. Editing and proofreading in the writing process D. Elements of clear writing 1. Directness 2. Brevity 3. Sentence structure 4. Sentence length 5. Specific and concrete words 6. Coherence and cohesion E. Pitfalls to avoid 1. Hackneyed phrases 2. Redundancies

		3. Slang 4. E-language 5. Passive voice 6. Sexist language
3	Paragraph Writing	A. Writing effective paragraphs for technology B. Paragraph Structure: Topic statements, supporting details, and concluding statements C. Developing a clear pattern of organization in different types of paragraphs D. Use of transition signals
4+5	Business Correspondence	A. Emails 1. Format 2. Analysis of sample emails 3. Practice B. Business letters 1. Format 2. Analysis of sample emails 3. Practice C. Memorandums 1. Format 2. Analysis of sample memorandums 3. Practice
6	Business Correspondence	A. Curriculum Vitae/ Résumé B. Cover letter
7	Business Correspondence	A. Minutes of the meeting B. E-portfolio
8	Assessment Week	No lecture of Technical Writing and Presentation Skills shall take place during the mid-semester exam week

9	Interview Skills	A. Types of interviews B. Important interview questions and scenarios C. Strategies for a successful job interview D. Mock interviews
10+11	Writing Technical Reports	A. Writing product reviews B. Writing technical instructions and manuals C. Writing technical descriptions and specifications D. Writing technical definitions Case studies: Published reviews and research papers
12+13	Types of Reports Parts of a Formal Technical Report Parts of a Research Report Understanding the Difference between Formal and Informal Reports	A. Different types of reports written by engineers • Proposals • Feasibility reports • Research reports • Inspection reports • Progress reports • Material testing reports • Failure reports B. Structure of Formal Reports • Title • Abstract/ Executive Summary • Table of Contents • List of Illustrations • Introduction • Literature review • Methodology • Results/ Analysis • Discussion/Interpretation • Conclusion • Recommendations • References • Appendix • Glossary C. Samples, reading material, and writing practice

14	Writing Reports Publishing and Presenting Reports	A. Using and Describing Graphics (Tables, Graphs, Images) B. Avoiding Plagiarism C. Reference Styles D. In-text Citation E. IEEE reference style guide and EndNote F. Publishing and presenting reports/posters/articles
15+16	Report Defence	Presentation (Multimedia/ Poster) of Reports