Technical and Business Writing SS2007

Credit Hours: 3
COURSE OUTLINE
Spring Semester 2025

Instructor Name:
E-mail:
Office Hours:

Course Objectives:

After successful completion of this course, you will be able to:
1.   Compose structured technical documents in multiple industrial settings.
2.   Advocate effectively during instructions, interviews, negotiation skills, decision-making and collaborative work.
3.   Combine features of communication skills for effective, informative and assertive technical communication.

Required Textbook(s):

Textbook: Technical Communication: A Practical Approach by William S. Pfeiffer, 8th Edition
Reference Book: Technical Writing for Success by Darlene Smith-Worthington & Sue Jefferson

Prerequisite(s):

Expository Writing

Grading Criteria:

Assessment Item	Weightage (%)
Assignments	10
Quizzes	5
Formal Report	5
Mid Exam	30
Final Exam	50

Grading Policy: Relative Grading

Plagiarism Policy:

All work submitted must be the student's own work. You are expected to follow IEEE documentation guidelines. To ensure all students have an equal opportunity to succeed and to preserve the integrity of the course, students are not permitted to submit text that is generated by artificial intelligence (AI) systems such as ChatGPT, Claude, Bard, or any other automated assistance for any classwork or assessments. Generative AI is permitted in specific contexts and with acknowledgment. Cases of plagiarism shall be sent to the Disciplinary Committee.

Course Schedule:

Week	Topic	Assignment
1	Difference between Technical and Academic Writing – **Chapter: 1** Culture in Organizations	
	Ethical Guidelines for Work Presentation Skills – **Chapter: 15**	Cultural Differences Presentation
2	Types of Business Letters – **Chapter: 6** Ethical Issues in Writing	
	Emails and Memorandum	Email Writing
3	Job Search – **Chapter: 16**	**Quiz 1**
	Interview Preparation Types of CV	Presentations
4	Informal Reports – **Chapter: 11**	
		In-class writing
5	Analysis Reports	Presentation
6	Research and Documentation Issues in Plagiarism	**Sessional 1**
7	Technical Research – **Chapter: 9**	
8	Formal Report – **Chapter: 10**	Project Guidelines
9	Abstract and Literature Review	Quiz 2
10	Proposal Writing – **Chapter: 12**	Topic Presentations
11	Technical Reading and Writing Process Darlene Smith & Sue Jefferson (16)	
12	Ethical Challenges of Emerging Technology Darlene Smith & Sue Jefferson (15)	**Sessional 2**
13	Creating a Web Presence (11)	
14	Individual Presentations: *Elevator Pitch*	**Quiz 3**
15	Mock Interviews	
16	Project Presentations	