



Course Outlines of BS(CS) Degree Program

Course Instructor	Ms. Atifa Batool	Semester	Fall
Batch/Section(s)	SE-A and B	Year	2021
Course Title	Technical & Business Writing	Credit Hours	03
Prerequisite(s)	English Language, English Composition		

Reference Book(s)

1. Technical Communication and its application by Jerome N. Borowick
2. Technical writing by John M. Lannon
3. Writing for computer science by Justin Zobel

Course Descriptions:

The purpose of this course is to enable students to understand the definition and the style of technical communication. The students will learn how to produce effective technical documents, like, reports, user manuals, specification, etc in business and industry. They will learn the universally accepted and international standards of technical communication. Using principles of analyzing and planning to meet the reader's informational needs, students produce proposals, instructions and the various types of informative and persuasive reports used in organizations. In this way, they will develop skills necessary for effective performance in professional life.

Marks Distribution:

Particulars	% Marks
1. Assignments	8 %
2. Class participation	4%
3. Project & viva	8 %
4. Mid-Terms	30 %
5. Final Exam	50 %
Total:-	100

Weeks	Contents/Topics
Week-01	<ul style="list-style-type: none"> • Orientation class • Technical Writing: Definitions, History, Purposes, Functions, Defining Characteristics
Week-02	□ The Technical Style: Clarity, Precision, Objectivity, Simplicity, & Economy
Week-03	<ul style="list-style-type: none"> • The Technical Writing Process- Purpose analysis & Audience Analysis • Document study, investigation (primary and secondary data collection)
Week-04	<ul style="list-style-type: none"> • Constructing Effective Paragraphs for the technical prose • Writing Review Articles
Week-05	<ul style="list-style-type: none"> • How to write instructions in user guides • Activity: Making a User guide
Week -06	MID 1
Week- 07	<ul style="list-style-type: none"> • Introduction to Scientific Research (how to read a research paper)
Week-08	<ul style="list-style-type: none"> • The Technical Report: Writing the Introduction and Literature Review Sections
Week-09	<ul style="list-style-type: none"> • Technical Reports: Method, Results, Conclusion and Recommendation Sections
Week-10	<ul style="list-style-type: none"> • Preparing Prefatory Parts for Technical Reports: Title Page, Table of Contents, Letter of Transmittal, Abstract, & Executive Summary
Week-11	<ul style="list-style-type: none"> • Writing supplementary parts • Citation and referencing
Week-12	MID-II
Week-13	<ul style="list-style-type: none"> • Feasibility Studies (Assignment 2) Due in 14th week • Progress Reports • Technical Proposal
Week-14	<ul style="list-style-type: none"> • CV/Resume (Assignment 3) Due in 15th week • Cover letter
Week-15	<ul style="list-style-type: none"> • Memo writing • Business emails
Week-16	<ul style="list-style-type: none"> • Project presentations + viva • revision