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**Course Outlines of BS(CS) Degree Program**

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

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**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 %
<b>Total:-</b>	<b>100</b>

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