

	COURSE OUTLINES OF TECHNICAL AND BUSINESS WRITING (Spring 2010)	
Campus	FAST-NU, Peshawar	
Program	BS CS	
Course title	Technical & Business Writing	
Course code	SS153	
Credit hours	3	
Pre-requisites	1. English Language 2. English Composition	
Teaching methodology	Lecturing, presentations, case studies, group discussion, tutorials, writing practice, self-assessment and peer reviews.	
Method of evaluation	Sessional-1 : 15 Sessional-2 : 15 Assignments : 20 Final exam : 50 marks Total : 100 marks	
Instructor	Ms. Abida Farid	
Semester	Spring 2021	
Course objectives	<ul style="list-style-type: none"> To furnish students with the correct skills of writing effective reports as part of their academic requirement and practical professional lives. To draft technical documents like brochures, leaflets and manuals To develop and use research skills effectively, gain competence, gather, summarize and document information. To write standard proposals and research papers To utilize available information technologies for projects and presentations 	
Course synopsis	TBW is a technical and scientific writing course focusing on important areas such as, Technical reporting, information collection skills, appropriate exposition techniques, skills of organization, generating solutions, and electronic communication. Some other areas covered are: types of reports and electronic documents, document design and structure, formats and formatting, research and bibliography, style and refinement, professional/business communication.	
Course distribution	Topics	
VII	Types of Reports (week-wise) Planning Reports & Proposals	- Explanatory, Expository, Exploratory Reports.
VIII	Researching: Sources, Methods, and Guidelines for making Questionnaires, structuring interviews and making Observations Technical writing style: (language aspect) the seven Cs, organization, (Participant & non-participant).	Introduction to Technical writing. Definition, purposes, characteristics and examples of technical writing, ethics.
IX	Structure of Informational & Analytical Reports	tone
X- XI	Drafting Reports & Proposals.	The technical writing process, Letters format & Styles Introduction, Body, & Closing
XII	Use of visuals in reports. Different kinds of graphies. Sessional-II	Types of Letters & Memos