

TECHNICAL AND BUSINESS WRITING



COURSE OUTLINE

INSTITUTION

FAST School of Computing, National University of Computer and Emerging Sciences, Lahore

PROGRAM(S) TO BE EVALUATED

BS-CS Fall 2022

Course Description

Course Code	SS-108		
Course Title	Technical Business Writing		
Credit Hours	3		
Prerequisites by Course(s) and Topics	English Composition and Comprehension		
Assessment Instruments with Weights (homework, quizzes, midterms, final, programming assignments, lab work, etc.)	<i>100% Theory</i>		
	Assessment items of Theory Part		
	Assessment Item	Number	Weight (%)
	Assignments	4	10
	Quizzes	3	5
	Formal Report	1	5
	Mid Exam	2	30
	Final Exam	1	50
Course Instructors	Atiqa Iftikhar, Irum Zahoor, Uzma Safdar, Razm ul Zafar, Dr. Wasim Hasan		
Lab Instructors (if any)	N/A		
Course Coordinator			
Textbook (or Laboratory Manual for Laboratory Courses)	Technical Communication: A Practical Approach by William S. Pfeiffer. 8th Edition		
Reference Material	The Business Writer's Handbook by Gerald J. Alfred, Walter E. Oliu, Charles T. Brusaw, 10th Edition		
Grading Policy	Relative Grading		
Plagiarism Policy	All work submitted must be the student's own work. Cases of plagiarism shall be sent to the Disciplinary Committee. Research format is expected to follow standard documentation APA guidelines.		

Week	Class	Topic	Chapters	Assigned Tasks
1	1st	Course Introduction: Difference between Technical and Academic Writing Purpose, Tone, Style & Vocabulary	1	
	2nd	Organizing Documents Writing Ethics Email Writing	1, 4	
2	1st	Letters <ul style="list-style-type: none"> Acknowledgement Letter Adjustment Letter Complaint Letter 	6	Letter Writing
	2nd	Memorandum	6	
3	1st	Informal Reports: Informative Reports <ul style="list-style-type: none"> Progress Report Trip/ Activity Report 	10, 11	
	2nd			
4	1st	Informal Reports: Analysis Reports <ul style="list-style-type: none"> Feasibility Studies Problem Analysis/Investigative Equipment Evaluation 	10, 11	Writing Short Report
	2nd			
		Quiz 1		
5	1st	Technical Research	9	
	2nd	Research & Documentation Visuals, In-text Citation, Referencing (Styles) & Avoiding Plagiarism	9	Citation
		Midterm 1		
6	1st	Formal Report: Introduction	10	
	2nd	Formal Report: Writing Literature Review Intro & Conclusion	10	
7	1st	Formal Report: Writing an Abstract	10	Abstract
	2nd	Research Plan		Project
8	1st	Proposal Writing	10, 12	
	2nd	Feasibility Studies	10	
9	1st	Presentation Skills	15	
	2nd	Business Proposal Presentation I		
10	1st	Quiz 2		
	2nd	Cover Letter	16	
11	1st	CV/Resume – Job Description (JD)	16	CV
	2nd	Job Application Email	6, 16	
12		Midterm 2		
13	1 st	Interview Skills	16	
	2 nd	Mock Interviews		
14	1st	Quiz 3		
	2 nd	Elevator/Sales Pitch	15	
15		Proposal Writing Presentations II		