

# Technical Writing

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# Aims

- How to write final year project report in an acceptable technical standard
- Improve written and spoken communication skills
- Research planning
- Technical articles and theses writing

# Objectives

The students must be able to write and present:

- *A project proposal* with coherent dissertation structure and time plan
- *A CV and job application* covering letter
- *Write a short article* summarising their graduation project

# Reading List

- John W Davies, *Communication for Engineering Students*. Longman Group Limited 1996. (Available at the British council library. Provides a nice review of grammatical/spelling rules with exercises. Also covers engineering orientated document structures)

# Reading List

- Justin Zobel. *Writing for Computer Science*. Singapore: Springer, 1997. (Research orientated. Lots of examples describing article structures)
- Michael H. Markel. *Technical writing: Situations and Strategies*. St. Martin's Press, Inc., 1992 (Reference material about reports structures)

# Syllabus

- Words, sentences, grammar, and style (3)
- The writing process (1)
- Word processing (1)
- Presentations (1)
- Final year project reports (1)
- Laboratory reports and computer manuals (1)
- CVs and job applications (2nd term) (1)
- Research planning (2nd term) (2)
- Research articles and theses (2nd term) (2)

# First term Lectures

- 8 main Lectures
  - One every week
- 1 by the head of the department
- 4 lectures of group presentations
  - 4 groups per lecture
  - 10 min presentation
  - 10 min discussion
  - 10 min transition time!

# Second term lectures

- 5 main lectures
- 1 by a teaching assistant
- 7 Lectures of group presentations



# Evaluation, assessment, etc.

- Written exam at the end of each term
- Marks for year work
  - First term
    - Presentations
    - Project proposals
  - Second term
    - Project articles
    - Other section/lab with the TA