

ENGG 3305 - Advanced Technical English Course Syllabus

“Good order is the foundation of all good things “

Edmund Burke

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| Instructor | Dr. Hala J. El-Khozondar Office: E204 E-mail: hkhonzondar@iugaza.edu Homepage: www.iugaza.edu/homes/hkhonzondar |
| Meetings | Room L504 on Saturday, Monday, Wednesday from 13:00-14:00 |
| Course Description | Technical writing is designed to teach students how to effectively communicate technical information. Specifically, it helps students learn how to report technical information to a non-technical audience in both oral and written formats. We will work to better understand and develop our writing process, composing with word and image. |
| Teaching Assistant | Eng. Nadeen Salem |
| Prerequisite | English II |
| Handouts | Will be available on the WebCt |
| References | <ul style="list-style-type: none">▪ Michael Alley, “The Craft of Scientific Writing”, 3rd ed., 1996.▪ http://www.me.vt.edu/writing/▪ Charles T. Brusaw, Gerald J. Alred, and Walter E. Oliu, “Handbook of Technical Writing”, 4th ed., 1993. |
| Course Objectives | <ul style="list-style-type: none">• Learn the principle of technical writing• Know the steps to write a technical papers• Know how to apply for jobs and have a successful job interview• Know how to give oral presentation• Learn the skills to communicate with formal and informal person |
| Intended Outcomes | Students are expected to be able to: <ul style="list-style-type: none">▪ Write professional documents▪ Be ready for job hunting▪ Handle the communication process at work▪ Convey their knowledge to the different type of audience |

Topics

- Lab reports
- Résumé Writing
- Proposals
- Progress report
- Technical reports
- Memos
- Letters
- Interviews
- Presentations

Assessment

In Class Participation (20%)
Assignments (45%)
Oral Presentation (15%)
Technical Report (20%)

Policies

Attendance in class is mandatory, as this is a participatory rather than passive learning experience. Plagiarism will not be tolerated. When you write or speak, present your own work and not the effort of another writer. Plagiarism is easily avoided by using quotation marks when you quote directly, by citing the author whose ideas you are using when you paraphrase, and never taking credit for writing or for ideas which are not your own. Students who plagiarize will automatically fail the course. Students are required to complete all assignments. Papers are due on assigned dates. Late papers will not be accepted. All papers must be word-processed and must demonstrate a mastery of page design and audience awareness.