

## Planning and Quality Assurance Affairs

Form (A)

### Course Specifications

#### General Information

Course name	Technical Writing Skills
Course number	ITSN2308
Faculty	
Department	
Course type	College Needs
Course level	2
Credit hours (theoretical)	2
Credit hours (practical)	1
Course Prerequisites	

#### Course Objectives

1 - to enable students to write essays, reports and to express themselves,
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#### Intended Learning Outcomes

Professional Skills	* writing good essays , disertations and reports
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#### Course Contents

1 - Unit1: Structure and cohesion : introduction , development and conclusion
2 - Unit 2: process and procedure : sequence , stages of writing an Essay
3 - Unit 3: physical description : a description of people , family relationships , occupations and institutions
4 - Unit 4: Narrative : and account or description of events in the past Unit 5: Definitions : define things to be more clear , give examples , the three types of mistakes in definition
5 - Unit 6: Exemplification : for example , e.g.
6 - Unit 7: Classification
7 - Unit 8: Comparison and contrast : similarities and differences , qualification of comparison Unit 9: Cause and effect : relationships , event , back in time , forward in time
8 - Unit 10: Generalization, qualification and caution Unit 11: Interpretation of data
9 - Unit 12: Discussion
10 - Unit 13: Introduction and conclusion
11 - Unit 14: Academic style
12 - Unit 15: Paraphrasing and Summarizing
13 - Unit 16: Quotations and Referencing Unit 17: Surveys, Questionnaires and Projects
14 - Unit 18: Proofreading Unit 19: Examinations

#### Teaching and Learning Methods

1 - lectures, discussions, homework
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#### Teaching and Learning Methods for the Disabled Students

1 - videos
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## Students Assessment

<u>Assessment Method</u>	<u>TIME</u>	<u>MARKS</u>
mid-exam.	7th week	30
home works - moodle	weeks 7, 10, 15	30
final exam.	week 16	40

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## Books and References

Essential books	Academic writing course - study skills in English R.R. Jordan ISBN 0582 40019 8
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## Knowledge and Skills Matrix

Main Course Contents	Study Week	Knowledge and Understanding	Intellectual Skills	Professional Skills	General Skill
Unit1: Structure and cohesion : introduction , development and conclusion	week 1				
Unit 2: process and procedure : sequence , stages of writing an Essay	week 2				
Unit 3: physical description : a description of people , family relationships , occupations and institutions	week 3				
Unit 4: Narrative : and account or description of events in the past Unit 5: Definitions : define things to be more clear , give examples , the three types of mistakes in definition	week 4				
Unit 6: Exemplification : for example , e.g.	week 5				
Unit 7: Classification	week 6				
Unit 8: Comparison and contrast : similarities and differences , qualification of comparison Unit 9: Cause and effect : relationships , event , back in time , forward in time	week 7				
mid-term exam.	week 8				
Unit 10: Generalization, qualification and caution Unit 11: Interpretation of data	week 9				
Unit 12: Discussion	week 10				
Unit 13: Introduction and conclusion	week 11				
Unit 14: Academic style	week 12				
Unit 15: Paraphrasing and Summarizing	week 13				
Unit 16: Quotations and Referencing Unit 17: Surveys, Questionnaires and Projects	week 14				
Unit 18: Proofreading Unit 19: Examinations	week 15				
final exam.	week 16				