

Course description

Descriptif du cours

Department : The English Department

Instructor (s): Aulaya Fourati and Salma Cherif

Academic year: 2021 - 2022

Level: 2nd Year License

Course title: Technical Writing

Course outline:

COURSE OUTLINE FOR SEMESTER 1:

Week	Scope	Activity
Week 1	Introduction	<ul style="list-style-type: none">- Brainstorming on students' ideas concerning technical writing.- Introducing the ABCs of technical writing.
Week 2 – 3	Studying the audience	<ul style="list-style-type: none">- Introducing the audience as the main criterion that determines the writer's choices.- Group work: Studying three different types of technical documents in order to determine the relationship between the type of audience and the content and form choices.
Week 4	Technical information	<ul style="list-style-type: none">- Defining technical information.

		<ul style="list-style-type: none"> - Using a sample technical document to extract technical information.
Week 5 – 6	Data collection techniques	<ul style="list-style-type: none"> - Introducing different techniques of data collection (using sources, conducting interviews and writing questionnaires). - Group work: Designing topics and deciding which data collection technique to adopt with regard to the type of audience.
Week 7 - 8	Different forms of presenting information	<ul style="list-style-type: none"> - Study three different types of technical documents in terms of how information is displayed. - <u>Assignment:</u> Working on a sample technical document, study how information is conveyed and write a comment on the forms used.
Week 9 - 10	Graphs, tables, and figures	<ul style="list-style-type: none"> - Studying different types of graphs, the types of information they display, and their persuasive power in relation to the type of audience. - Dealing with the use of tables and figures in relation to the topic of the documents and the targeted audience. - HW: pair-work: choosing one topic, collecting information and presenting graphs, tables, and figures that go with the topic

		chosen and the targeted audience.
Week 11 – 12	Appropriate Language	<ul style="list-style-type: none"> - Present the characteristics of the appropriate language used in writing technical reports. - Study reports in terms of their language appropriateness.
Week 13	In-class test.	<ul style="list-style-type: none"> - This test is to be taken by students in class and the date is to be fixed on appropriate time by the instructor.
Week 14	Test Correction	<ul style="list-style-type: none"> - Students are highly recommended to attend this session so as to know their mistakes and be able to avoid them in their future writings.

COURSE OUTLINE FOR SEMESTER 2:

Week	Scope	Activity
Week 1	Introducing the technical report	<ul style="list-style-type: none"> - Introducing the main requirements of planning a technical report. - Components of the whole report. - Components of the main text of the report.
Week 2	Studying abstracts of technical reports	<ul style="list-style-type: none"> - Studying a sample abstract in terms of content, tense, and sentence structure chosen. - Pair work: writing an abstract following the previously designed plan of the technical report.
Week 3 - 4		<ul style="list-style-type: none"> - Discussing the content and form of

	Writing the introduction and the conclusion of a technical report.	<p>introductions and conclusions in technical reports.</p> <ul style="list-style-type: none"> - Writing a sample introduction and conclusion of a technical report based on the previously designed plan.
Week 5	Writing executive summaries	<ul style="list-style-type: none"> - Executive summaries providing a thorough view of the technical report. - Guidelines for writing executive summaries.
Week 6 - 7	Making the difference between introductions and abstracts.	<ul style="list-style-type: none"> - Studying examples of both an introduction and an abstract of the same report and spot the differences between them in terms of content and form. - Writing a sample introduction and a sample abstract for a technical report based on the previously designed plan.
Week 8 – 9	Making the difference between executive summaries and conclusions	<ul style="list-style-type: none"> - Studying examples in terms of differences in content and form. - Writing a sample executive summary and a sample conclusion following the same previously designed plan.
Week 10 - 11	Ethics in Technical Writing	<ul style="list-style-type: none"> - Responsibilities of the writer. - Referencing and plagiarism.
Week 12	Study of a sample Full Report	<ul style="list-style-type: none"> - Writing comments on information accuracy. - Writing comments on linguistic appropriateness and presentation.
Week 13	In-class test.	<ul style="list-style-type: none"> - This test is to be taken by students in class

		and the date is to be fixed on appropriate time by the instructor.
Week 14	Test correction.	- Students are highly recommended to attend this session so as to know their mistakes and be able to avoid them in their future writings.

Course objectives:

Upon successful completion of this course, students should be able to:

- Read and summarize technical reports and documents.
- Analyze and discuss written technical reports in terms of their accuracy, stylistic specificities, and audience appropriateness. .
- Produce technical reports and documents for diverse audiences.
- Deal with visual material and know how to use them in technical writing.
- Recognize the characteristics of effective and ineffective technical writing.
- Use technology in data collection.
- Know how to conduct research using different types of data collection techniques.

Method of evaluation:

Evaluation for this annual course consists in one assignment given in the form of homework and a final test to be taken in class for each semester. The date of the test is to be fixed by the instructor and the students will be informed about it on appropriate time. The final mark is the average between the assignment and the test’s marks. This is an example:

Student Name	Assignment	Test	Final Mark
Mr/Ms.	12	10	11

References:

Dawson D.: Practical Research Methods: A User-friendly Guide to Mastering Research. First Edition, 2002. The British Library, Oxford.

J. Alred & al.: Handbook of Technical Writing. Tenth Edition, 2012. Boston New York.

Gastel & A. Day: How to Write and Publish a Scientific Paper. Eighth Edition, 2016. Greenwood.

Gross. A & al.: Technical Writing. 2020. Open Oregon Educational Resources.

Hering H.: How to Write Technical Reports: Understandable Structure, Good Design, Convincing Presentation. Second Edition, 2019. Springer, Germany.

Turk & Kirkman: Effective Writing: Improving Scientific, Technical and Business Communication. Second Edition, Published in the Taylor & Francis e-library 2005.

Victoria Business School: How to Write a Business Report. (2017)

University of Salford, Manchester, Scientific Report Writing. (2019)

Barras, R. Scientists Must Write, Routledge (2002)