

Faculty of Engineering & Technology

Report Writing and Presentation Skills

Information :

Course Code : GEN 313

Level : Undergraduate

Course Hours : 2.00- Hours

Department : Faculty of Engineering & Technology

Instructor Information :

| Title | Name | Office hours |
|--------------------|---|--------------|
| Lecturer | Ahmed Mahmoud Mohamed Ahmed Abouzaid | 3 |
| Assistant Lecturer | Mohamed Ahmed Reda Abas Ahmed | 3 |
| Teaching Assistant | AHMED NAGUIB ABDELAZIZ ABDELAZIZ GHONIM | |

Area Of Study :

- Determine the fundamentals of Technical communication.
- Determine the approaches needed to write to different audiences including the essential document density
- Launch the various document types and the presentation tools.

Description :

This course is designed to teach from basic to advanced reporting techniques and skills. Students e taking this course should have experience using some sort of reporting tool, such as Business Objects, Microsoft Excel, Microsoft Access, or one of the similar reporting applications. Real-life examples that help students understand how to use Business Objects to provide solutions to corporate reporting demands, grounding in the techniques of writing as a process will be given together with sufficient writing practice

Course outcomes :

a. Knowledge and Understanding: :

- 1 - Define basic concepts of the technical writing
- 2 - Understand the addressing and presentation procedures of report

b. Intellectual Skills: :

- 1 - Ability to analyze the report writing purposes
- 2 - Ability to derive the various approaches of addressing the technical view among several readers.
- 3 - Ability to present the technical reports

c. Professional and Practical Skills: :

- 1 - Ability to handle different types of reports
- 2 - Ability to switch among different systems of presentations

d. General and Transferable Skills: :

- 1 - Ability to present results

Course Topic And Contents :

| Topic | No. of hours | Lecture | Tutorial / Practical |
|---|--------------|---------|----------------------|
| Characteristics of effective technical communications | 2 | 2 | 1 |
| Purpose of Writing reports and Document | 4 | 4 | 2 |
| Writing to different audiences and report density | 4 | 4 | 2 |
| Documents and different report types | 8 | 8 | 4 |
| Elements of technical documents | 6 | 6 | 3 |
| Presentation using graphs and figures | 4 | 4 | 2 |

Teaching And Learning Methodologies :

Class Lectures

Tutorials

Course Assessment :

| Methods of assessment | Relative weight % | Week No | Assess What |
|---------------------------|-------------------|---------|-------------|
| Final-term Examination | 40.00 | | |
| Mid-Term Examinations | 20.00 | | |
| Oral Examination | 10.00 | | |
| Other types of assessment | 5.00 | | |
| Practical Examination | 5.00 | | |
| Semester Work | 20.00 | | |

Course Notes :

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Recommended books :

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Periodicals :

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Web Sites :

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