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
Lecturer	Ahmed Mahmoud Mohamed Ahmed Abouzaid	3
Assistant Lecturer	YOUSSEF ELSAYED ABDELHAFEZ KANDIEL	
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Teaching Assistant	Mahmoud Mohamed Khalaf Ahmed	1

Area Of Study :

˝ADetermine the fundamentals of Technical communication.
˝ADetermine the approaches needed to write to different audiences including the essential document density
˝ÁLaunch 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

http://www.fue.edu.eg

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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