

## Faculty of Economics and Political Science

### Scientific and Report writing

#### Information :

**Course Code :** BIT 310

**Level :** Undergraduate

**Course Hours :** 2.00- Hours

**Department :** University Requirements

#### Area Of Study :

This course is designed to give students basic understanding of writing reports. Students will be given exposure to the concepts, terminology, principles and theories that comprise a course in report writing. Topics covered are to synthesize the broad range of knowledge about technical writing specifically long reports, to emphasize research methodology, to encourage critical thinking, and to convey a scientific as well as systematic approach to report writing.

#### Course Goals:

• Construct workplace documents that demonstrate understanding of management communication contexts, genres, and contemporary business topics.

• Analyze and use quantitative data in professional documents.

• Practice the unique qualities of professional rhetoric and writing style, using concise, clear, accurate, honest, economical and unambiguous prose and using direct order organization, readability, coherence and transitional devices.

#### Description :

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#### Course outcomes :

##### **a. Knowledge and Understanding: :**

- |     |                                                                                                                                                                                                                                                                             |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 - | Define effective scientific and technical communication in the workplace by actively participating in writing activities, both individually and collaboratively.                                                                                                            |
| 2 - | Recognize, explain, and use the rhetorical strategies and the formal elements of specific genres of technical communication, such as technical abstracts, data based research reports, instructional manuals, technical descriptions, web pages, wikis, and correspondence. |

##### **b. Intellectual Skills: :**

- |     |                                                                                                                                       |
|-----|---------------------------------------------------------------------------------------------------------------------------------------|
| 1 - | Develop professional format features in print, html, and multimedia modes, as well as use appropriate nonverbal cues and visual aids. |
| 2 - | Identify and edit effectively in all assignments, including informal media (such as email to the instructor).                         |

##### **c. Professional and Practical Skills: :**

- |     |                                                                                                                                                                               |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 - | Apply technical information and knowledge in practical documents for a variety of professional audiences (including peers and colleagues or management) and public audiences. |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**d.General and Transferable Skills :**

|     |                                                                                                                                                                                                             |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 - | Demonstrate professional work habits, including those necessary for effective collaboration and cooperation with other students, instructors, and, if applicable, Service Learning contact representatives. |
| 2 - | Use professional writing strategies: Direct order organization, objective voice, unbiased analysis and summary, and use of transitional devices to create coherence.                                        |

**Course Topic And Contents :**

| Topic                                       | No. of hours | Lecture | Tutorial / Practical |
|---------------------------------------------|--------------|---------|----------------------|
| Introductory Lecture and Course Outline     | 2            | 1       |                      |
| Types and Purposes of Reports.              | 2            | 1       |                      |
| Structure: Introduction and Body.           | 2            | 1       |                      |
| Structure: Conclusions and Recommendations. | 4            | 2       |                      |
| Appendices and Other Attachments.           | 2            | 1       |                      |
| Midterm Exam                                |              | 1       |                      |
| Reviewing and Editing.                      | 4            | 2       |                      |
| Summaries and Concise Writing.              | 2            | 1       |                      |
| Visual Illustrations.                       | 2            | 1       |                      |
| Preparing a Report.                         | 4            | 2       |                      |
| Physical Presentation                       | 2            | 1       |                      |
| Final Exam                                  |              | 1       |                      |

**Teaching And Learning Methodologies :**

Data show and computer in lectures

Presentation

Simulations

Debates

Group discussion

Research Paper

Demonstration videos

**Course Assessment :**

| Methods of assessment                                                           | Relative weight % | Week No | Assess What                                                                                  |
|---------------------------------------------------------------------------------|-------------------|---------|----------------------------------------------------------------------------------------------|
| Course Work (Attendance, Participation, Assignments, Quizzes, Research Paperé ) | 30.00             |         | To assess understanding and theoretical background of the intellectual and practical skills. |
| Final Exam                                                                      | 40.00             | 15      | To assess knowledge and intellectual skills                                                  |
| Midterm Exam                                                                    | 30.00             | 7       | To assess professional skills                                                                |

**Recommended books :**

Simon Mort, Professional Report Writing, Grower, England, 1995.