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

Area Of Study :

Understand the importance of technical reports, analyzing an audience, and guidelines to write effective technical and business reports.

Learn the terminologies of the different segments of technical reports, and how to write reports in terms of structure, content and organization as well as coherence for grammar, tone, style and punctuation.

Understand how to integrate text and graphic elements to create computer-generated document designs that comprise graphical & text information, as well as accurate referencing of sources.

Develop clear understanding on a number of different technical report types, structure and purpose.

Learn how to proofread written reports, and avoid pitfalls.

Understand how to write a satisfactory CV (Resume).

Description :

This course covers typical elements of formal written reports. The course stresses on essential guidelines and typical structure for effective report writing following proper grammar and punctuation. Types and requirements of written reports are reviewed, aided with examples for: academic, business and technical reports. Tutorial sessions help students prepare individual reports on selected subjects for presentation at the end of the semester.

Course outcomes :

a.Knowledge and Understanding: :

1 -	List some of different technical report types, structure and purpose.
2 -	Define the terminologies of the different segments of technical reports.
3 -	Explain the importance of: technical reports, analyzing an audience, and guidelines to write effective technical & business reports.

b.Intellectual Skills: :

1 -	Design formal presentations of technical reports.

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2 -	Analyze target audience characteristics.
3 -	Differentiate between different types of academic, technical and business reports.

c.Professional and Practical Skills: :

1 -	Proofread written reports, and tips to avoid pitfalls.
2 -	Write data citation accurately using one of the academic methods such as APA 6th edition, Vancouver system, or other similar ones.
3 -	Integrate graphical & text information elements to create computer-generated document designs.
4 -	Write reports in terms of structure, content and organization as well as coherence for grammar, tone, style and punctuation.

d.General and Transferable Skills: :

1 -	Communicating effectively with other people using visual, graphic, written and verbal means.
2 -	Use digital media to present his ideas.

Course Topic And Contents :

Topic	No. of hours	Lecture	Tutorial / Practical
Introduction to Technical Report Writing, and Characteristics of Effective Report Writing	9	3	3
Basic Technical Report Guidelines and Terminologies	9	3	3
Types of Reports	9	3	3
Proofreading, Tips, Do's & Don¢s in Report Writing	6	2	2
Presentation, Language Skills, Grammar and Punctuation	6	2	2
Reports vs. Essays	6	2	2

Teaching And Learning Methodologies :

Interactive Lecturing
Discussion
Report

Course Assessment :

Methods of assessment	Relative weight %	Week No	Assess What
Final Exam	40.00		
Midterm Exams	40.00		
Participation	10.00		
Student Report	10.00		

Course Notes :

1. Text Book:
Kupsh; J. & Rhodes; R.
Report Writing: A Survival Guide, 2010 edition, Xlibris Corporation.
2. Lecture Notes
3. Handouts

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Recommended books :

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Periodicals :

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Web Sites :

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