

## Faculty of Computers and Information Technology

### Report Writing

#### Information :

**Course Code :** RW104

**Level :** Undergraduate

**Course Hours :** 3.00- Hours

**Department :** Faculty of Computers and Information Technology

#### Instructor Information :

Title	Name	Office hours
Lecturer	Rania Atif Morshed Elsayed	

#### Area Of Study :

Apply the basic communication needs of students and working professionals in scientific or technical fields.  
 Combine and evaluate different tools and facilities for text analysis tools to identify differences in the audience, purpose, structure, style, and presentation of technical texts in different fields.  
 Use modern techniques, up to date methods and tools to focus practice with short writing exercises.  
 Demonstrate professional responsibilities, ethical, cultural and societal aspects of report writing.  
 Carry out a self-learning and research in computing and information in a research article.

#### Description :

Technical Writing Essentials is designed to meet the basic communication needs of students and working professionals in scientific or technical fields. This course is also an excellent introductory writing course for students intending to pursue a certificate in technical writing. Technical Writing Essentials covers issues of purpose and style while allowing students plenty of focused practice with short writing exercises. Students will compose letters, memos, electronic messages, collaborative projects, mechanism descriptions, instructions, and short reports, and they will deliver brief oral presentations. Work will be graded on a portfolio system, where revision will be rewarded. Because much of the actual course work will be generated in class, attendance is mandatory. As with all Business and Technical Writing courses, a significant amount of independent research is required to complete the course assignments.

#### Course outcomes :

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

1 -	Discuss methodologies, practices and tools used in specialist fields.
2 -	Identify the up to date technologies used to avoid plagiarism.
3 -	Outline technical, moral and ethical issues involved in report writing.

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

1 -	Criticize research paper in plagiarism area.
2 -	Relate professional, moral, legal and ethical issues to report writing.

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

1 -	Install and maintain different supporting tools for construction and documentation
2 -	Acquire a set of fundamental research skills from different resources

**d.General and Transferable Skills: :**

1 -	Exploit a range of report writing learning resources.
2 -	Apply oral communication skills and techniques in presentations and report writing for range of audiences using various methods and tools.
3 -	Apply quantitative methods and skills in understanding and presenting cases of report writing.

**ABET Course outcomes :**

1 -	Apply the basic communication needs of students and working professionals in scientific or technical fields.
2 -	Combine and evaluate different tools and facilities for text analysis tools to identify differences in the audience, purpose, structure, style, and presentation of technical texts in different fields.
3 -	Use modern techniques, up to date methods and tools to focus practice with short writing exercises.
4 -	Demonstrate professional responsibilities, ethical, cultural and societal aspects of report writing.
5 -	Carry out a self-learning and research in computing and information in a research article.

**Course Topic And Contents :**

Topic	No. of hours	Lecture	Tutorial / Practical
Introduction to Technical Writing Review of Technical Writing 1: What is research/How do you structure a technical report or a research paper	4	2	2
Basic Principles in Technical Writing: Audience, Purpose, Organization, Flow, Style, Presentation	4	2	2
Introduction to text analysis tools (1):analyzing biographies	4	2	2
building a corpus	4	2	2
creating vocabulary lists, searching for words, phrases, and grammar patterns	4	2	2
brainstorming topics, narrowing the scope, finalizing the decision	4	2	2
characteristic features and structure of introductions	4	2	2
explaining the situation, describing problems/limitations, describing the response	4	2	2
Mid Term Exam	2		
explaining methods and processes	4	2	2
explaining figures and tables	4	2	2
summarizing results, adjusting the strength of interpretations using hedging	4	2	2
Writing the abstract: choosing between indicative and informative abstracts	4	2	2
Final Exam	2		

**Teaching And Learning Methodologies :**

Interactive Lectures including Discussions
Practical Lab Sessions
Self-Study (Reading Materials, Online Material, Presentations, Reports)
Case Studies

### **Course Assessment :**

Methods of assessment	Relative weight %	Week No	Assess What
Assignments	5.00		
Final Exam	40.00	14	
Midterm Exam (s)	20.00	9	
Practical Exam	10.00		
Presentations	5.00		
Quizzes	10.00	5	

### **Course Notes :**

Course Notes are available with all the slides used in lectures in electronic form on Learning Management System (Moodle)

### **Web Sites :**

[www.ekb.eg](http://www.ekb.eg)