FUTURE UNIVERSITY IN EGYPT جامعة المستقبل

Faculty of Economics and Political Science

Scientific and Report writing

Information :

Course Code :	BIT 310	**Level :**	Undergraduate	**Course Hours :**	2.00- Hours
Department :	University Requirments				

Area Of Study :

This course is designed to give studentsôbasic 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:
ÅConstruct workplace documents that demonstrate understanding of management communication contexts, genres, and contemporary business topics.
ÅAnalyze and use quantitative data in professional documents.
ÅPractice 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 :

This course is designed to give studentsôbasic 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 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.

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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 :

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

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