## Faculty of Engineering & Technology

### Report Writing and Presentation Skills

### Information :

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| **Course Code :** | GEN 313 | **Level** : | Undergraduate | **Course Hours :** | 2.00- Hours |

| **Department :** | Faculty of Engineering & Technology |
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### Instructor Information :

| Title | Name | Office hours |
|---|---|---|
| Lecturer | Ahmed Mahmoud Mohamed Ahmed Abouzaid | 3 |
| Assistant Lecturer | Mohamed Ahmed Reda Abas Ahmed | 3 |
| Teaching Assistant | AHMED NAGUIB ABDELAZIZ ABDELAZIZ GHONIM | |

### Area Of Study :

˝ÁUnderstand the importance of technical reports, analyzing an audience, and guidelines to write effective technical and business reports.
˝ÁLearn 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.
˝ÁUnderstand 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.
˝ÁDevelop clear understanding on a number of different technical report types, structure and purpose.
˝ÁLearn how to proofread written reports, and avoid pitfalls.
˝ÁUnderstand 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 - | a1. Explaining the importance of: technical reports, analyzing an audience, and guidelines to write effective technical & business reports. |
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| 2 - | a2. Defining the terminologies of the different segments of technical reports. |
| 3 - | a3. Listing some of different technical report types, structure and purpose. |

**b.Intellectual Skills: :**

| 1 - | Differentiating between different types of academic, technical and business reports. |
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| 2 - | Analyzing target audience characteristics. |
| 3 - | Designing formal presentations of technical reports. |

http://www.fue.edu.eg

| c.Professional and Practical Skills: : | | |
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| 1 - | Writing reports in terms of structure, content and organization as well as coherence for grammar, tone, style and punctuation | |
| 2 - | Integrating graphical & text information elements to create computer-generated document designs. | |
| 3 - | Writing data citation accurately using one of the academic methods such as APA 6th edition, Vancouver system, or other similar ones. | |
| 4 - | Proofreading written reports, and tips to avoid pitfalls. | |
| **d.General and Transferable Skills: :** | | |
| 1 - | d1. Communicating effectively with other people using visual, graphic, written and verbal means. | |
| 2 - | d2. Using 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 | 6 | 3 |
| Basic Technical Report Guidelines and Terminologies | 9 | 6 | 3 |
| Types of Reports | 9 | 6 | 3 |
| Proofreading, Tips, Do's & Don¢s in Report Writing | 6 | 4 | 2 |
| Presentation, Language Skills, Grammar and Punctuation | 6 | 4 | 2 |
| Reports vs. Essays | 6 | 4 | 2 |

**Teaching And Learning Methodologies :**

| Class Lectures |
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| Tutorials |

**Course Assessment :**

| Methods of assessment | Relative weight % | Week No | Assess What |
|---|---|---|---|
| Final-term Examination | 40.00 | | |
| Mid-Term Examinations | 40.00 | | |
| Participation | 10.00 | | |
| Student Report | 10.00 | | |

**Course Notes :**

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**Recommended books :**

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**Periodicals :**

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**Web Sites :**

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