

## 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
Assistant Lecturer	Mohamed Ahmed Reda Abas Ahmed	3
Assistant Lecturer	YOUSSEF ELSAYED ABDELHAFEZ KANDIEL	

#### Area Of Study :

- Determine the fundamentals of Technical communication.
- Determine the approaches needed to write to different audiences including the essential document density
- Launch the various document types and the presentation tools.

#### Description :

This course is designed to teach from basic to advanced reporting techniques and skills. Students taking this course should have experience using some sort of reporting tool, such as Business Objects, Microsoft Excel, Microsoft Access, or one of the similar reporting applications. Real-life examples that help students understand how to use Business Objects to provide solutions to corporate reporting demands, grounding in the techniques of writing as a process will be given together with sufficient writing practice

#### Course outcomes :

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

- 1 - Define basic concepts of the technical writing
- 2 - Understand the addressing and presentation procedures of report

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

- 1 - Ability to analyze the report writing purposes
- 2 - Ability to derive the various approaches of addressing the technical view among several readers.
- 3 - Ability to present the technical reports

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

- 1 - Ability to handle different types of reports
- 2 - Ability to switch among different systems of presentations

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

- 1 - Ability to present results

**Course Topic And Contents :**

Topic	No. of hours	Lecture	Tutorial / Practical
Characteristics of effective technical communications	2	2	1
Purpose of Writing reports and Document	4	4	2
Writing to different audiences and report density	4	4	2
Documents and different report types	8	8	4
Elements of technical documents	6	6	3
Presentation using graphs and figures	4	4	2

**Teaching And Learning Methodologies :**

Class Lectures

Tutorials

**Course Assessment :**

Methods of assessment	Relative weight %	Week No	Assess What
Final-term Examination	40.00		
Mid-Term Examinations	20.00		
Oral Examination	10.00		
Other types of assessment	5.00		
Practical Examination	5.00		
Semester Work	20.00		

**Course Notes :**

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**Recommended books :**

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**Periodicals :**

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**Web Sites :**

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