



Syllabus

Engineering Technical Writing

Instructor: Mohamed Farag Eldessouki | mf3wad@mans.edu.eg | +2(010) 2065-8575

Class Meeting: Wednesday 1:00 – 2:30 AM; Room: B3012

Level: Undergraduate (freshman in Textile Engineering)

Objectives:

- Achieve an effective communication between the students and their technical fellows.
- Illustrate the differences between the various forms of writing.
- Understand how to develop a writing strategy to target a specific audience.
- Practice the techniques of how to develop the basic elements of any technical report.
- Acquire the skills for converting a technical report into an oral presentation.

Prerequisites: Technical Language

Textbook (Required):

- K. G. Budinski, *Engineers' guide to technical writing*. ASM International[®], Materials Park, OH, 2001.

Reference books:

- G. Blake and R.W. Bly, *Elements of Technical Writing*, Macmillan Company, New York, 1993.
- T.E. Anastasi, *How to Manage Your Writing*, The Maqua Company, Schenectady, NY, 1971.
- V. Gibaldi, *MLA Handbook for Writers of Research Papers*, 5th ed., The Modern Language Association of America, New York, 1999
- D. Beer and D. McMurrey, *A Guide to Writing as an Engineer*, John Wiley & Sons, 1997
- R.E. Burnett, *Technical Communication*, 4th ed., Wadsworth Publishing Company, Albany, New York, 1997

Grading System:

| | |
|----------------------|-------------|
| Homework and Quizzes | 20 % |
| In-class discussions | 20 % |
| Mid-term exam | 20 % |
| Project | 20 % |
| Final Exam | <u>20 %</u> |
| | 100 % |

Grading Scale:

| | |
|-------------------------|--------|
| 85 % ≤ Excellent | |
| 75 % ≤ Very Good | < 85 % |
| 65 % ≤ Good | < 75 % |
| 55 % ≤ Accepted | < 65 % |
| Failed | < 55 % |

Homework: Some problems will be assigned to cover the material of each session and they will be due at the beginning of the next meeting. Late submission for homework will not be allowed and partial credit might be applied at this situation. Collaborative work is welcome but students should write their partner's name on the submitted solution. Occasionally, selected assigned problems will be collected for grading.

Quizzes: Unannounced in-class quizzes based on the completed homework (No make-ups for these quizzes)



Communication: Office hours for the instructor will be announced. You may contact the instructor by email at anytime. It's your responsibility to watch your email account for messages from the instructor which may contain vital information regarding the class.

Accessibility Policy: Students who need special accommodations should make an appointment to see the instructor in the first week of the class. A reasonable accommodation will be provided for persons defined as having a disability.

Academic Honesty: All submitted work during the class should be an original work of the student. The used references should be cited clearly on the student's work. The use of references should be responsible and no copy-paste will be allowed. Violation of these rules will result in the application of the proper legal actions against the student according to the policies of the university.

Course Contents:

| Week | Topic | Reading |
|--------|---|---------|
| 1 | Class orientation and introduction | |
| 2 | Technical documents and technical writing | CH 01 |
| 3,4 | Writing strategy | CH 04 |
| 5,6,7 | Criteria for good technical writing | CH 06 |
| 8,9 | Using Illustrations | CH 08 |
| 10, 11 | Writing the outline and introduction | CH 09 |
| 12, 13 | Writing the body of the report | CH 10 |
| 14 | Writing the report closure | CH 11 |