

**PREPARATORY YEAR**  
**NAJRAN UNIVERSITY**

COURSE TITLE:	<b>Technical and Professional Writing</b>
COURSE CODE:	ENG 151
CREDIT HOURS:	2
CONTACT HOURS:	6
LEVEL:	2
PREREQUISITE:	Desirable: Level 1

**COURSE DESCRIPTION**

Technical and Professional Writing is designed for Level 2 students of the Preparatory Year, Najran University. The course introduces students with the technical and professional standards of writing and prepares them for the writing tasks they may face during their professional education and career. The course teaches students all necessary forms of professional and technical writing while enhancing their vocabulary. The ESP vocabulary is an important part of students' target skills in this course.

**COURSE GOALS:**

By the end of the course, students will be able to:

- write a simple and technical paragraph with an effective topic sentence;
- support the topic sentence with appropriate details;
- take effective notes and write concise summaries;
- write a covering letter and CV tailored for a particular job;
- write a formal letter for different situations;
- write memos and reports for various contexts;
- comprehend and use ESP vocabulary for different professional fields.

**Attendance:**

Students having more than 25% absences from class lectures will be debarred from the final exam.

**ASSESSMENT:**

There will be one mid-term exams carrying 30% weight. At the end of the semester, the final exam will be worth 50% of the course mark. There will be an assignment and a project each carrying 10% marks. Moreover, quizzes and class tests will be given but not counted as the course marks.

**TEXTS AND REFERENCES:**

English (151) is an adapted and self-developed text by the teachers with the help of various resources from the internet (subject to modification and approval)

**EXTRA SUPPORT:** The program provides a wide range of opportunities to consult with faculty and uses various English-language materials in a variety of media.

Coordinator



Dr. M. Nazim