**FS/Session 2020-2021**

|  |  |
| --- | --- |
| **Course Title:** | **Technical Report Writing** |
| **Course Code:** | **151 ENG-2** |
| **Program:** | **Preparatory Year** |
| **Department:** | **English Skills** |
| **College:** | **Deanship of Preparatory Year** |
| **Institution:** | **Najran University** |

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# A. Course Identification

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Credit hours:** | | | | **2** | | | | | | | | | | | | |
| **2. Course type** | | | | | | | | | | | | | | | | |
| **a.** | University | | **√** | | College | | |  | Department | | | |  | Others |  |  |
| **b.** | | Required | | | | **√** | Elective | | |  |  | | | | | |
| **3. Level/year at which this course is offered:** | | | | | | | | | | | | **Level 2** | | | | |
| **4. Pre-requisites for this course** (if any)**: NA** | | | | | | | | | | | | | | | | |
| **5. Co-requisites for this course** (if any)**: NA** | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |

## 6. Mode of Instruction (mark all that apply)

| **No** | **Mode of Instruction** | **Contact Hours** | **Percentage** |
| --- | --- | --- | --- |
| **1** | **Traditional classroom** |  |  |
| **2** | **Blended** | 6 per week | 100% |
| **3** | **E-learning** |  |  |
| **4** | **Distance learning** |  |  |
| **5** | **Other** |  |  |

**7. Contact Hours** (based on academic semester)

|  |  |  |
| --- | --- | --- |
| **No** | **Activity** | **Contact Hours** |
| **1** | **Lecture** | 84 |
| **2** | **Laboratory/Studio** |  |
| **3** | **Tutorial** |  |
| **4** | **Others** (specify) |  |
|  | **Total** | 84 |

# B. Course Objectives and Learning Outcomes

|  |
| --- |
| 1. Course Description 151 ENG-2, Technical Report Writing, is offered to prepare students compose effective write- ups and paragraphs needed in technical and professional communications in addition to note making/taking, summary, letters, memos, emails, CVs/resumes, reports etc. The course, at the very outset, introduces the mechanics of writing, and, through adapted materials, incorporates a wide range of communication docs (formats & contents) required in practical, professional, and academic endeavors to enhance students ability produce clear and comprehensive specimens of technical writings. The course also adds a special unit on English for Special/Specific Purposes (ESP) and Content Language Integrate Learning (CLIL) with an emphasis on practical tasks and exercises that will, in turn, assist students in their future professional fields/scenarios/orientations. |
| 2. Course Main Objective The main objective of the course is to to prepare students produce effective technical docs such as paragraphs, letters, memos, emails, reports etc. and acquaint with (the concept of) ESP & CLIL orientations. |
|  |

## 3. Course Learning Outcomes

| **CLOs** | | **AlignedPLOs** |
| --- | --- | --- |
| 1 | **Knowledge and Understanding** |  |
| 1.1 | identify correct and appropriate mechanics of formal and technical writings. |  |
| 1.2 | explain different terms and forms of formal and technical writing. |  |
| **2** | **Skills:** |  |
| 2.1 | state, through various writing contexts, specific meanings/ideas in formal/professional scenarios with an appropriate ESP orientation. |  |
| 2.2 | construct different types of sentences &formal and technical writing specimens. |  |
| 2.3 | design and produce a report (field project) |  |
| **3** | **Values:** |  |
| 3.1 | participate (ethically) in academic tasks (field project/report), while learning about the culture for technical communicators, dilemmas in the workplace/labs and, ethical obligations of technical writers. |  |

# C. Course Content

|  |  |  |
| --- | --- | --- |
| **No** | **List of Topics** | **Contact Hours** |
| 1 | Mechanics of writing | 12 |
| 2 | Sentence &Paragraph Writing | 12 |
| 3 | Paraphrase, Note Making, Summary | 12 |
| 4 | Forms of Formal Writing (CV, Letters, Memo, Reports) | 12 |
| 5 | Vocabulary (Professional and Technical) | 24 |
| 6 | Writing Project (Field work for a research/ survey report) | 12 |
| **Total** | | 84 |

# D. Teaching and Assessment

## 1. Alignment of Course Learning Outcomes with Teaching Strategies and Assessment Methods

| **Code** | **Course Learning Outcomes** | **TeachingStrategies** | **AssessmentMethods** |
| --- | --- | --- | --- |
| **1.0** | **Knowledge and Understanding** | | |
| 1.1 | identify correct and appropriate mechanics of formal and technical writings. | Explanations, Discussions,  Classroom practice,  Group/pair work  Homework/Assignment | Mid-Term Exam(s),  Continuous Assessment,  Final Exam |
| 1.2 | explain different terms and forms of formal and technical writing. | Explanations, Discussions,  Classroom practice,  Group/pair work  Homework/Assignment | Mid-Term Exam(s),  Continuous Assessment,  Final Exam |
| **2.0** | **Skills** | | |
| 2.1 | state, through various writing contexts, specific meanings/ideas in formal/professional scenarios with an appropriate ESP orientation. | Explanations, Discussions,  Classroom practice,  Group/pair work  Homework/Assignment | Mid-Term Exam(s),  Continuous Assessment,  Final Exam |
| 2.2 | construct different types of sentences &formal and technical writing specimens. | Explanations, Discussions,  Classroom practice,  Group/pair work  Homework/Assignment | Mid-Term Exam(s),  Continuous Assessment,  Final Exam |
| 2.3 | design and produce a report (field project) | Explanations, Discussions,  Classroom practice,  Group/pair work  Homework/Assignment | Mid-Term Exam(s),  Continuous Assessment,  Final Exam |
| **3.0** | **Values** | | |
| 3.1 | participate (ethically) in academic tasks (field project/report), while learning about the culture for technical communicators guidelines, dilemmas in the workplace and, ethical obligations of technical writers | * Discussion on morals/responsibilities * Presentation on motivation/professional ethics | Continuous Assessment (assignment) |
| … |  |  |  |

## 2. Assessment Tasks for Students

| **#** | **Assessment task\*** | **Week Due** | **Percentage of Total Assessment Score** |
| --- | --- | --- | --- |
| **1** | **Midterm** | 9 | 30 % |
| **2** | **Continuous assessment** | All along | 20 % |
| **3** | **Final exam** | 16-17-18 | 50 % |
| **4** |  |  |  |

**\*Assessment task** (i.e., written test, oral test, oral presentation, group project, essay, etc.)

# E. Student Academic Counseling and Support

|  |
| --- |
| **Arrangements for availability of faculty and teaching staff for individual student consultations and academic advice :** |
| Office Hours by each course team member: 10 hour per week  Academic advisors: a dedicated academic advisor for each student available for all courses |

# F. Learning Resources and Facilities

## 1.Learning Resources

|  |  |
| --- | --- |
| **Required Textbooks** | Adapted Materials from Different E-Resources on Technical & Professional Writing and ESP Vocabulary Orientations |
| **Essential References Materials** | English-Arabic Dictionary, The Faculty Developed Book and Material |
| **Electronic Materials** | Blackboard LMS |
| **Other Learning Materials** | As provided by the faculty |

## 2. Facilities Required

| **Item** | **Resources** |
| --- | --- |
| **Accommodation**  (Classrooms, laboratories, demonstration rooms/labs, etc.) | Classrooms with necessary facilities |
| **Technology Resources**  (AV, data show, Smart Board, software, etc.) | Computers, Internet Access |
| **Other Resources**  (Specify, e.g. if specific laboratory equipment is required, list requirements or attach a list) |  |

# 

# G. Course Quality Evaluation

| **Evaluation**  **Areas/Issues** | **Evaluators** | **Evaluation Methods** |
| --- | --- | --- |
| Teaching and course delivery | Students, Program Leader, Peer Reviewer | Direct and Indirect |
| Course learning outcomes | Quality team | Direct and Indirect |
| Quality of learning resources | Course Team/ faculty | Direct and Indirect |
| Assessment | Course Team, Faculty, Program Leader | Direct and Indirect |
|  |  |  |

**Evaluation areas** (e.g., Effectiveness of teaching and assessment, Extent of achievement of course learning outcomes,Quality oflearning resources, etc.)

**Evaluators** (Students,Faculty, Program Leaders,Peer Reviewer, Others (specify)

**Assessment Methods**(Direct, Indirect)

# H. Specification Approval Data

|  |  |
| --- | --- |
| **Council / Committee** | **Department Council** |
| **Reference No.** | **SF 41/42 - 1** |
| **Date** | **30/8/2020** |