Course Specification
— (Bachelor)

Course Title: Technical Report Writing

Course Code: 151 Eng

Program: Preparatory Year

Department: English Language Skills

College: Preparatory Year

Institution: Najran University

Version: 2023

Last Revision Date: 21 August 23

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A. General information about the course:

1. Course Identification

1. Credit hours: (2)

2. Course type

A.	☒University	☐College	☐Department	☐ Track	☐Others
B.	☒Required			☐Elective	

3. Level/year at which this course is offered: (2)

4. Course general Description:

This course prepares students to 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.

5. Pre-requirements for this course (if any)**:**

Level 1

6. Prerequisite for this course (if any)**:**

Level 1

7. Course Main Objective(s):

The broad objective of the course is to prepare students to produce effective technical docs such as paragraphs, letters, memos, emails, reports, etc. to meet the needs at the college level and in real life situations.

2. Teaching mode(mark all that apply)

No	Mode of Instruction	Contact Hours	Percentage
1	Traditional classroom		

No	Mode of Instruction	Contact Hours	Percentage
2	E-learning		
3	Hybrid • Traditional classroom • E-learning	6	100%
4	Distancelearning		

3. Contact Hours (based on the academic semester)

No	Activity	Contact Hours
1.	**Lectures**	90
2.	**Laboratory/Studio**	
3.	**Field**	
4.	**Tutorial**	
5.	**Others (specify)**	
Total		90

B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
1.0	**Knowledge and understanding**			
1.1	To identify correct and appropriate mechanics of formal and technical writings.		Tutorial, eliciting, pair and group work, task	Midterm(s), Continuous assessment,
1.2	To explain different terms and forms of formal and technical writing.		Tutorial, eliciting, pair and group work, task	Final exams
...				
2.0	**Skills**			
2.1	To state, through various writing		Tutorial, eliciting, pair and group	Midterm(s), Continuous assessment,

Code	Course Learning Outcomes	Code of CLOs aligned with program	Teaching Strategies	Assessment Methods
	contexts, specific meanings/ideas in formal/professional scenarios with an appropriate ESP orientation		work, task	Final exams
2.2	construct different types of sentences &formal and technical writing specimens.		Tutorial, eliciting, pair and group work, task	Midterm(s), Continuous assessment, Final exams
	Design and produce a report (field project		Tutorial, eliciting, pair and group work, task	
3.0	**Values, autonomy, and responsibility**			
3.1	To participate (ethically) in academic tasks (field project/report), while learning about the culture for technical communicators guidelines, dilemmas in the workplace		Tutorial, eliciting, pair and group work, task	Survey
3.2				
...				

C. Course Content

No	List of Topics	Contact Hours
1.	Mechanics, Sentence and Paragraph Writing and Paraphrase	36
2.	Note Making, Summary, , Letters, CV, Email, report	36
3	Formal Language and Technical Vocabulary	18
Total		**90**

D. Students Assessment Activities

No	Assessment Activities *	Assessment timing (in week no)	Percentage of Total Assessment Score
1.	Continuous assessment (4 e-assignments)	4,7,12,14	20%
2.	Mid Term	8,9	30%
3.	Final	17,18,19	50%
...			

*Assessment Activities (i.e., Written test, oral test, oral presentation, group project, essay, etc.).

E. Learning Resources and Facilities

1.References and Learning Resources

Essential References	The Material Provided by the Department
Supportive References	Dictionary
Electronic Materials	Blackboard
Other Learning Materials	

2. Required Facilities and equipment

Items	Resources
facilities (Classrooms, laboratories, exhibition rooms, simulation rooms, etc.)	Classroom, Internet
Technology equipment (projector, smart board, software)	Computers
Other equipment (depending on the nature of the specialty)	

F. Assessment of Course Quality

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of teaching	Course Team	Peer Review
Effectiveness of Students assessment	Course Team	Survey
Quality of learning resources	Course Team	Survey
The extent to which CLOs have been achieved	Course Team/ Statistics Unit	Exam/ Calculations
Other		

Assessors (Students, Faculty, Program Leaders, Peer Reviewer, Others (specify)

Assessment Methods(Direct, Indirect)

G. Specification Approval

COUNCIL /COMMITTEE	COUNICL OF DEPARTMENT OF ENGLISH LANGUAGE SKILLS
REFERENCE NO.	14450228-0533-00001
DATE	2023/09/14 ; 29/02/1445