

<b>Course Title:</b>	<i>Technical Writing and Presentation Skills</i>
<b>Course Code:</b>	<b>HSS-320</b>
<b>Credit Hours Theory:</b>	<b>3</b>
<b>Credit Hours Lab (If Applicable):</b>	<b>0</b>
<b>Instructor Name with Qualification:</b>	Engr. Sadaf Khalid. MS Computer Software Engineering. (Double Gold Medalist)
<b>Course Objectives:</b>	The main objective of this course is to develop effective writing and presentation skills in students. After learning effective data gathering, interpreting and presentation skills, students will be able to write clear, persuasive and accessible documents for intended audience. This course aims to develop textual, linguistic and presentation competencies in students appropriate for their professional careers.
<b>Course Learning Outcomes:</b>	After the successful completion of course, the students will be able to demonstrate professional competence by: <ol style="list-style-type: none"> <li>1. Adopting clear writing style to produce effective technical documents based on reader-based principles.</li> <li>2. Presenting information in an appropriate style to different types of audience both orally and in written as per demand of their professional careers.</li> <li>3. Communicating in ethically responsible manner.</li> <li>4. Increased ability to work in teams.</li> </ol>
<b>Contents (Catalog Description):</b>	The Writing Process, Objectives in technical writing, Audience recognition and involvement, Criteria for writing reports, summaries, letters and proposals, Research paper writing, Oral Communication, Writing technical descriptions, instruction and user manuals, The Job Search.
<b>Recommended Text Books:</b>	1. Sharon J. Gerson, Steven M. Gerson, "Technical Writing Process and Product", Fifth Edition.
<b>Reference Books:</b>	1. "Engineers' Guide to Technical Writing", Kenneth G. Bdinski, ASM International. 2. Diana G. creep, "Technical Writing principals, strategies, and readings", Fourth Edition. 3. St. Martin's, Mike Marke, "Technical Communication", Bedford, Eighth Edition.
<b>Helping Web Sites:</b>	-

<p><b>General Instructions for students:</b></p>	<p>Attendance is mandatory. Every class is important. All deadlines are hard. Under normal circumstances late work will not be accepted. Students are required to take all the quizzes. No make-up quizzes will be taken under normal circumstances. Any form of cheating on exams/assignments/quizzes is subject to serious penalty.</p> <p><b>Attendance:</b></p> <p>75% attendance is mandatory. Latecomers will be marked as absent.</p> <p><b>Evaluation Criteria:</b></p> <table data-bbox="699 606 1029 726"> <tr> <td>Assignments/projects</td> <td>20%</td> </tr> <tr> <td>Quizzes</td> <td>10%</td> </tr> <tr> <td>Mid-Term</td> <td>20%</td> </tr> <tr> <td>Final</td> <td>50%</td> </tr> </table> <p><b>Quizzes Schedule:</b></p> <table border="1" data-bbox="656 798 1383 926"> <tr> <td>Quiz # 1</td> <td>Week # 3</td> </tr> <tr> <td>Quiz # 2</td> <td>Week # 7</td> </tr> <tr> <td>Quiz # 3</td> <td>Week # 12</td> </tr> <tr> <td>Quiz # 4</td> <td>Week # 15</td> </tr> </table> <p>All quizzes are mandatory and will contribute to final evaluation.</p> <p><b>Assignments:</b></p> <p>Eight to nine assignments will be given relevant to the topics taught in class. All assignments are mandatory and will contribute to final evaluation.</p>	Assignments/projects	20%	Quizzes	10%	Mid-Term	20%	Final	50%	Quiz # 1	Week # 3	Quiz # 2	Week # 7	Quiz # 3	Week # 12	Quiz # 4	Week # 15
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<p><b>Sixteen Week Lesson Plan</b></p>	<p>Week # 1    Introducing technical writing.                          Reasons for technical writing.                          Importance of technical writing.</p> <p>Week # 2    The writing process. (Pre-writing, Writing, Re-writing).</p> <p>Week # 3    Objectives in technical writing.</p> <p>Week # 4    Objectives in technical writing.</p> <p>Week # 5    Audience recognition and involvement.</p> <p>Week # 6    Letter writing.</p> <p>Week # 7    The Job Search.</p> <p>Week # 8    Revision.</p> <p>Week # 9    <b><u>MIDTERM EXAMINATIONS</u></b></p> <p>Week # 10    The Document Design.                          Using illustrations.</p>																

	<p>Week # 11 Oral Communication.</p> <p>Week # 12 Technical descriptions.</p> <p>Week # 13 Instruction and User manuals.</p> <p>Week # 14 Performing technical studies. Formal report writing. Patents.</p> <p>Week # 15 Informal report writing. Email messages. The Summary writing. Reviewing and editing techniques.</p> <p>Week # 16 Research paper writing. Thesis writing.</p> <p>Week # 17 Presentations.</p> <p>Week # 18 <b><u>FINAL EXAMINATIONS</u></b></p>
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**Course Learning Outcomes mapping to Program Learning Objectives:**

CONTRIBUTION OF COURSE LEARNING OUTCOMES TO PROGRAMME LEARNING OUTCOMES					
SOFTWARE ENGINEERING		TECHNICAL WRITING AND PRESENTATION SKILLS			
No.	Program Outcomes	Course Learning Outcomes			
		1	2	3	4
1	Engineering Knowledge				
2	Problem analysis				
3	Design/Development of solutions				
4	Investigation				
5	Modern tool usage				
6	Engineer and society				
7	Environment and sustainability				
8	Ethics			√	
9	Individual and Team work				√
10	Communication	√	√		
11	Project Management				
12	Lifelong learning				