22.Course Specification of English Technical Writing

I.Course Identification and General Information:					
.1	Course Title:	English Technical Writing.			
.2	Course Code & Number:	MT105.			
.3	Credit hours:	C.H.				TOTAL CR. HRS.
		Th.	Seminar	Pr	Tu.	
		2	-	-	-	2
.4	Study level/ semester at which this course is offered:	Second Year -First Semester.			
.5	Pre –requisite (if any):	English (1) and English (2).			
.6	Co –requisite (if any):	None.			
7.	Program (s) in which the course is offered:	Mechatronics Engineering Program.			
8.	Language of teaching the course:	English Language.			
.9	Location of teaching the course:	Mechatronics Engineering Department.			
10.	Prepared By:	Associate Prof. Dr. Abdul-Malik Momin.			
11.	Date of Approval:				

II.Course Description:

This course emphasizes the role of English Language in the part of Engineering. Their topics focus on the basic grammatical structures and language functions needed for the study and communication in the field of Mechatronics. It is intended to provide a solid formation in the English language skills as well as the study skills needed by the students in their specialist studies. It covers a wide range of Engineering subjects, common grammatical structures, specialist vocabulary and basic language functions.

Searching and referencing methods used in dealing with scientific and technical literature and the characteristics of effective technical and scientific style. The emphasis throughout will be on clarity, precision, and consistency.

III.Course Intended learning outcomes (CILOs) of the course		Referenced PILOs
a1.	Establish basic knowledge of English Grammar.	A3
a2.	Describe specifications related to different essays.	A4
a3.	Re-produce basic knowledge of Language skills to communicate with others.	A8
c1.	Demonstrate sentences using structures and vocabularies taught within the course.	C2

الجمهورية اليمنية

Republic of Yemen

وزارة التعليم العالي والبحث العلمي

Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance

مجلس الاعتماد الأكاديمي وضمان الجودة

c2.	Implement the arts of the technical reports for the details of budgets.	C4
c3.	Prescribe technical dictionaries efficiently.	C5
d1.	Co-operate in more dynamic way with others.	D1
d2.	Assess self-learning methodologies.	D5

(A) Alignment Course Intended Learning Outcomes of Knowledge and Understanding to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching Strategies	Assessment Strategies
a1. Establish basic knowledge of English Grammar.	• Active Lectures.	• Written Assessment. • Short Essays.
a2. Describe specifications related to different essays.	• Active Lectures.	• Presentation.
a3. Re-produce basic knowledge of Language skills to communicate with others.	• Active Lectures.	• Presentation.

© Alignment Course Intended Learning Outcomes of Professional and Practical Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching Strategies	Assessment Strategies
c1. Demonstrate sentences using vocabularies taught within structures and the course.	• Active Lectures.	• Presentations.
c2. Implement the arts of the technical reports for the details of budgets.	• Active Lectures.	• Presentations.
c3. Prescribe technical dictionaries efficiently.	• Active Lectures.	• Presentations.

(D) Alignment Course Intended Learning Outcomes of Transferable Skills to Teaching Strategies and Assessment Strategies:

Course Intended Learning Outcomes	Teaching Strategies	Assessment Strategies
d1. Co-operate in more dynamic way with others.	• Directed Self Study.	• Project Reports.
d2. Assess self-learning methodologies.	• Group Learning and Problem-Based Learning..	• Presentations.

IV. Course Content:

A – Theoretical Aspect:

Order	Units/Topics List	Learning Outcomes	Sub Topics List	Number of Weeks	Contact Hours

Head of the Department Assoc. Prof. Dr. Abdul-Malik Momin	Quality Assurance Unit Assoc. Prof. Dr. Mohammad Algorafi	Dean of the Faculty Prof. Dr. Mohammed AL-Bukhaiti	Academic Development Center & Quality Assurance Assoc. Prof. Dr. Huda Al-Emad	Rector of Sana'a University Prof. Dr. Al-Qassim Mohammed Abbas

الجمهورية اليمنية

وزارة التعليم العالي والبحث العلمي

مجلس الاعتماد الأكاديمي وضمان الجودة

Republic of Yemen

Ministry of Higher Education & Scientific Research

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1.	General Revision of Technology 1 and Technology 2.	a1, a2, a3, c1, c2, c3, d1, d2.	• Review of Main and Detailed Structure of Technology 1. • Review of Main and Detailed Structure of Technology 2.	1	2
2.	Orientation to Grammatical Approaches.	a1, a2, a3, c1, c2, c3, d1, d2.	• Sentence Structure and Types of Sentences. • Punctuation Rules.	1	2
3.	Study of Main Tenses and their correlations in writing the reports.	a1, a2, a3, c1, c2, c3, d1, d2.	• All the tenses used in the Grammar. • Applications of Main Sentences used in the Reports.	1	2
4.	The Basic Knowledge Necessary for Understanding the Lectures in the Specialized Areas.	a1, a2, a3, c1, c2, c3, d1, d2.	• Terminologies in the Required Areas. • Understanding and Editing Technical Reports.	1	2
5.	Structure and Process of Technical Reports.	a1, a2, a3, c1, c2, c3, d1, d2.	• Method used in dealing with Scientific and Technical Literature. • Practical Experience in Writing of Short Technical Documents.	1	2
6.	Principles and Procedures of Technical Writing.	a1, a2, a3, c1, c2, c3, d1, d2.	• Writing a Technical Essay. • The Process of Academic Writing.	1	2
7.	General Characteristics of Technical Reports and Report Design.	a1, a2, a3, c1, c2, c3, d1, d2.	• Contents of Primary Research Reports. • Formats and Final Production of a Primary Technical Report with Recommendations.	1	2
8.	Mid-Term Exam.	a1, a2, a3, c1, c2.	• The first 7 chapters.	1	2

الجمهورية اليمنية

Republic of Yemen

وزارة التعليم العالي والبحث العلمي

Ministry of Higher Education & Scientific Research

مجلس الاعتماد الأكاديمي وضمان الجودة

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9.	Writing Specialized Forms of the General Reports.	a1, a2, a3, c1, c2, c3, d1, d2.	• Main Information. • Page Design. • Headings. • Tables. • Selections of Fonts. • Conclusion and Recommendations. • References.	1	2
10.	A Systematic Writing Process.	a1, a2, a3, c1, c2, c3, d1, d2.	• Methods and Working Techniques as Mind Mapping Creativity Techniques. • Documentation techniques, Time Management and Applications of Training.	1	2
11.	Writing Specialized Forms and Proposals.	a1, a2, a3, c1, c2, c3, d1, d2.	• Writing an Abstract. • Writing the Main Core of the Technical Report.	1	2
12.	Documentation of Citing Sources.	a1, a2, a3, c1, c2, c3, d1, d2.	• System Documentation in Text. • List of References.	1	2
13.	Writing a Short Technical Document Regarding the Area of Specialization.	a1, a2, a3, c1, c2, c3, d1, d2.	• Short Report in any Factory. • Report Regarding the Maintenance and Failures Using Technical Terminologies.	1	2
14.	Course Work.	a1, a2, a3, c1, c2, c3, d1, d2.	• Writing a Technical Report Regarding the Main Obstacles in the Factory. • Raising the Main Proposal to the Director.	2	4
15.	Final Exam	a1, a2, a3, c1, c2.	• All the chapters.	1	2
Number of Weeks /and Units Per Semester				**16**	**32**

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الجمهورية اليمنية

Republic of Yemen

وزارة التعليم العالي والبحث العلمي

Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance

مجلس الاعتماد الأكاديمي وضمان الجودة

V. Teaching strategies of the course:

- Active Lectures.
- Design Work and Project.
- Case Studies.
- Independent Learning.
- Presentation.
- Group Learning and Problem Based Learning.

VI. Assignments:

No	Assignments	Aligned CILOs(symbols)	Week Due	Mark
1.	Assessment (Group Activities).	a1, a2, a3, c1, c2, d1, d2.	Every Week	15
	Total			15

VII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1.	Assessment (Work Sample such as Portfolios).	1-14	15	15 %	a1, a2, a3, c1, c2, c3, d1, d2.
2.	Mid-Term Exam.	8	15	15 %	a1, a2, a3, c1, c2, c3.
3.	Final Exam.	16	70	70 %	a1,a2, a3, c1, c2, c3.
	Total		**100**	**100**	

VIII. Learning Resources:

- Written in the following order: (Author - Year of publication – Title – Edition – Place of publication – Publisher).

1- Required Textbook(s) (maximum two).
1. Alice Oshima and Ann Hogue, (2006), "Writing Academic English", Fourth Edition. Longman Academic Writing Series.   2. Eric H. Glendinning, Technology 1 and Technology 2, 2007, Oxford English for Careers York, Oxford University Press.
2- Essential References.
1. Ibboston, Mark, (2009), "Professional English in Use (Engineering), Cambridge Univ Press.

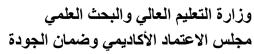| Head of the Department Assoc. Prof. Dr. Abdul-Malik Momin | Quality Assurance Unit Assoc. Prof. Dr. Mohammad Algorafi | Dean of the Faculty Prof. Dr. Mohammed AL-Bukhaiti | Academic Development Center & Quality Assurance Assoc. Prof. Dr. Huda Al-Emad | Rector of Sana'a University Prof. Dr. Al-Qassim Mohammed Abbas |

الجمهورية اليمنية

Republic of Yemen
Ministry of Higher Education & Scientific Research
Council for Accreditation & Quality Assurance

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مجلس الاعتماد الأكاديمي وضمان الجودة

	2. Collins, Harpers, (1990), "Collins Cobuild English Grammar", Williams Collins S Company, Ltd.
3- Electronic Materials and Web Sites *etc*.	
	1. www.techscribe.co.uk. 2. www.prc.dk. 3. En.wikipedia.org.

IX.Course Policies:

.1	**Class Attendance:** - The students should have more than 75% of attendance according to rules and regulations of the faculty.
.2	**Tardy:** - The students should respect the timing of attending the lectures. They should attend within 15 minutes from starting of the lecture.
.3	**Exam Attendance/Punctuality:** - The student should attend the exam on time. The punctuality should be implemented according to rules and regulations of the faculty for mid-term exam and final exam.
.4	**Assignments & Projects:** - The assignment is given to the students after each chapter; the student has to submit all the assignments for checking on time.
.5	**Cheating:** - If any cheating occurred during the examination, the student is not allowed to continue and he has to face the examination committee for enquiries.
6.	**Plagiarism:** - If one student attends the exam on another behalf; he will be dismissed from the faculty according to the policy, rules and regulations of the university.
7.	**Other policies:** - All the teaching materials should be kept out the examination hall and mobile phones are not allowed. - Mutual respect should be maintained between the student and his teacher and also among students. Failing in keeping this respect is subject to the policy, rules and regulations of the university.

Reviewed By	Vice Dean for Academic Affairs and Post Graduate Studies: Asst. Prof. Dr. Tarek A. Barakat. President of Quality Assurance Unit: Assoc. Prof. Dr. Mohammed Algorafi. Assoc. Prof. Dr. Riyad Muharam.
	Deputy Rector for Academic Affairs Assoc. Prof. Dr. Ibrahim AlMutaa. Assoc. Prof. Dr. Ahmed Mujahed.

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الجمهورية اليمنية

Republic of Yemen

Ministry of Higher Education & Scientific Research

Council for Accreditation & Quality Assurance

وزارة التعليم العالي والبحث العلمي

مجلس الاعتماد الأكاديمي وضمان الجودة

		Asst. Prof. Dr. Munaser Alsubari.

Head of the Department Assoc. Prof. Dr. Abdul-Malik Momin	Quality Assurance Unit Assoc. Prof. Dr. Mohammad Algorafi	Dean of the Faculty Prof. Dr. Mohammed AL-Bukhaiti	Academic Development Center & Quality Assurance Assoc. Prof. Dr. Huda Al-Emad	Rector of Sana'a University Prof. Dr. Al-Qassim Mohammed Abbas

Republic of Yemen
Ministry of Higher Education & Scientific Research
Council for Accreditation & Quality Assurance

الجمهورية اليمنية
وزارة التعليم العالي والبحث العلمي
مجلس الاعتماد الأكاديمي وضمان الجودة

Template for Course Plan of English Technical Writing

I. Information about Faculty Member Responsible for the Course:							
Name of Faculty Member	Assoc. Prof. Dr. Abdul-Malik Momin	**Office Hours**					
Location& Telephone No.	Mechatronics Engineering Department 777943334.	**SAT**	**SUN**	**MON**	**TUE**	**WED**	**THU**
E-mail	dramalikmomin@yahoo.com						

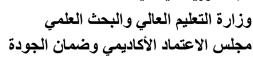|	II.Course Identification and General Information:					
1.	Course Title:	English Technical Writing.				
2.	Course Number & Code:	MT105.				
3.	Credit hours:	C.H				Total Credit Hours
		Th.	Seminar	Pr.	Tu.	
		2	-	-	-	2
4.	Study level/year at which this course is offered:	Second Year -First Semester.				
5.	Pre –requisite (if any):	English (1) and English (2).				
6.	Co –requisite (if any):	None.				
7.	Program (s) in which the course is offered	Mechatronics Engineering Program.				
8.	Language of teaching the course:	English Language.				
9.	System of Study:	Semesters.				
10.	Mode of delivery:	Lectures and Course Work.				
11.	Location of teaching the course:	Mechatronics Engineering Department.				

III.Course Description:

This course emphasizes the role of English Language in the part of Engineering. Their topics focus on the basic grammatical structures and language functions needed for the study and communication in the field of Mechatronics. It is intended to provide a solid formation in the English language skills as well as the study skills needed by the students in their specialist studies. It covers a wide range of Engineering subjects, common grammatical structures, specialist vocabulary and basic language functions.

Searching and referencing methods used in dealing with scientific and technical literature and the characteristics of effective technical and scientific style. The emphasis throughout will be on clarity, precision, and consistency.

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الجمهورية اليمنية

Republic of Yemen
Ministry of Higher Education & Scientific Research
Council for Accreditation & Quality Assurance

وزارة التعليم العالي والبحث العلمي
مجلس الاعتماد الأكاديمي وضمان الجودة

IV.Course Intended learning outcomes (CILOs) of the course	Referenced PILOs
a1. Establish basic knowledge of English Grammar.	A3
a2. Describe specifications related to different essays.	A4
a3. Re-produce basic knowledge of Language skills to communicate with others.	A8
c1. Demonstrate sentences using structures and vocabularies taught within the course.	C2
c2. Implement the arts of the technical reports for the details of budgets.	C4
c3. Prescribe technical dictionaries efficiently.	C5
d1. Co-operate in more dynamic way with others.	D1
d2. Assess self-learning methodologies.	D5

V.Course Content:

A – Theoretical Aspect:

Order	Units/Topics List	Sub Topics List	Number of Weeks	Contact Hours
1.	General Revision of Technology 1 and Technology 2.	• Review of Main and Detailed Structure of Technology 1. • Review of Main and Detailed Structure of Technology 2.	1	2
2.	Orientation to Grammatical Approaches.	• Sentence Structure and Types of Sentences. • Punctuation Rules.	2	2
3.	Study of Main Tenses and their correlations in writing the reports.	• All the tenses used in the Grammar. • Applications of Main Sentences used in the Reports.	3	2
4.	The Basic Knowledge Necessary for Understanding the Lectures in the Specialized Areas.	• Terminologies in the Required Areas. • Understanding and Editing Technical Reports.	4	2
5.	Structure and Process of Technical Reports.	• Method used in dealing with Scientific and Technical Literature.	5	2

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الجمهورية اليمنية

Republic of Yemen
Ministry of Higher Education & Scientific Research
Council for Accreditation & Quality Assurance

وزارة التعليم العالي والبحث العلمي
مجلس الاعتماد الأكاديمي وضمان الجودة

		• Practical Experience in Writing of Short Technical Documents.		
6.	Principles and Procedures of Technical Writing.	• Writing a Technical Essay. • The Process of Academic Writing.	6	2
7.	General Characteristics of Technical Reports and Report Design.	• Contents of Primary Research Reports. • Formats and Final Production of a Primary Technical Report with Recommendations.	7	2
8.	Mid-Term Exam	All the 7 chapters.	8	2
9.	Writing Specialized Forms of the General Reports.	• Main Information. • Page Design. • Headings. • Tables. • Selections of Fonts. • Conclusion and Recommendations. • References.	9	2
10.	A Systematic Writing Process.	• Methods and Working Techniques as Mind Mapping Creativity Techniques. • Documentation techniques, Time Management and Applications of Training.	10	2
11.	Writing Specialized Forms and Proposals.	• Writing an Abstract. • Writing the Main Core of the Technical Report.	11	2
12.	Documentation of Citing Sources.	• System Documentation in Text. • List of References.	12	2
13.	Writing a Short Technical Document Regarding the Area of Specialization.	• Short Report in any Factory. • Report Regarding the Maintenance and Failures Using Technical Terminologies.	13	2

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الجمهورية اليمنية

Republic of Yemen

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Ministry of Higher Education & Scientific Research

مجلس الاعتماد الأكاديمي وضمان الجودة

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14.	Course Work.	• Writing a Technical Report Regarding the Main Obstacles in the Factory. • Raising the Main Proposal to the Director.	14,15	4
15.	Final Exam	• All the chapters	16	2
Number of Weeks /and Units Per Semester			**16**	**32**

VI. Teaching strategies of the course:

- Active Lectures.
- Tutorials.
- Design Work and Project.
- Case Studies.
- Independent Learning.
- Presentation.
- Group Learning and Problem Based Learning.

VII. Assignments:

No	Assignments	Aligned CILOs (symbols)	Week Due	Mark
1.	Assessment (Group Activities)	a1, a2, a3, c1, c2, d1, d2.	Every Week	15
Total				15

VIII. Schedule of Assessment Tasks for Students During the Semester:

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes
1.	Assessment (Work Sample such as Portfolios).	1-14s	15	15 %	a1, a2, a3, c1, c2, c3, d1, d2.
2.	Mid-Term Exam.	8	15	15 %	a1, a2, a3, c1, c2, c3.
3.	Final Exam.	16	70	70 %	a1,a2, a3, c1, c2, c3.
	Total		**100**	**100**	

الجمهورية اليمنية

Republic of Yemen

وزارة التعليم العالي والبحث العلمي

Ministry of Higher Education & Scientific Research

مجلس الاعتماد الأكاديمي وضمان الجودة

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IX.Learning Resources:
• Written in the following order: (Author - Year of publication – Title – Edition – Place of publication – Publisher).

	1- Required Textbook(s) (maximum two).
	1. Alice Oshima and Ann Hogue, (2006), "Writing Academic English", Fourth Edition. Longman Academic Writing Series.
	2. H. Glendinning, Technology 1 and Technology 2, 2007, Oxford English for Careers Oxford University Press. New York,

	2- Essential References.
	1. Ibboston, Mark, (2009), "Professional English in Use (Engineering), Cambridge Univ Press.
	2. Collins, Harpers, (1990), "Collins Cobuild English Grammar", Williams Collins S Company, Ltd.

	3- Electronic Materials and Web Sites *etc*.
	1. www.techscribe.co.uk.
	2. www.prc.dk.
	3. En.wikipedia.org.

	X.Course Policies:
	Unless otherwise stated, the normal course administration policies and rules of the Faculty of Engineering apply. For the policy, see: -----------------------------------
1.	**Class Attendance:** - The students should have more than 75% of attendance according to rules and regulations of the faculty.
2.	**Tardy:** - The students should respect the timing of attending the lectures. They should attend within 15 minutes from starting of the lecture.
3.	**Exam Attendance/Punctuality:** - The student should attend the exam on time. The punctuality should be implemented according to rules and regulations of the faculty for mid-term exam and final exam.
4.	**Assignments & Projects:** - The assignment is given to the students after each chapter; the student has to submit all the assignments for checking on time.
5.	**Cheating:** - If any cheating occurred during the examination, the student is not allowed to continue and he has to face the examination committee for enquiries .
6.	**Plagiarism:**

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الجمهورية اليمنية

Republic of Yemen
Ministry of Higher Education & Scientific Research
Council for Accreditation & Quality Assurance

وزارة التعليم العالي والبحث العلمي
مجلس الاعتماد الأكاديمي وضمان الجودة

	- If one student attends the exam on another behalf; he will be dismissed from the faculty according to the policy, rules and regulations of the university.
7.	**Other Policies:** - All the teaching materials should be kept out the examination hall and mobile phones are not allowed. - Mutual respect should be maintained between the student and his teacher and also among students. Failing in keeping this respect is subject to the policy, rules and regulations of the university.

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Republic of Yemen
Ministry of Higher Education & Scientific Research
Council for Accreditation & Quality Assurance

الجمهورية اليمنية
وزارة التعليم العالي والبحث العلمي
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