Republic of Yemen
Ministry of Higher Education
and Scientific Research
Sana'a University
Faculty of Languages
Quality Assurance Unit

الجمهورية اليمنية
وزارة التعليم العالي والبحث العلمي
جامعة صنعاء
كلية اللغات
وحدة ضمان الجودة

Course Specification of Professional & Technical Writing

	I.	**Course Identification and General Information:**					
1	**Course Title:**	*Professional & Technical Writing*					
2	**Course Number & Code:**	**DR 81**					
3	**Credit hours:**	**C.H**					**Total**
		Theoretical	**Practical**	**Training**	**Seminar**		
		3					3
4	**Study level/ semester at which this course is offered:**	Level IV, Semester VIII					
5	**Pre –requisite (if any):**	DR 13; DR 23; DR 33; DR 43					
6	**Co –requisite (if any):**	Nil					
7	**Program (s) in which the course is offered:**	BA in English Language studies					
8	**Language of teaching the course:**	English					
9	**Location of teaching the course:**	Faculty of Languages					
10	**Prepared by:**	Dr. Abdusalam Al-Ghrafy					
11	**Date of approval:**						

II.	**Course description:**

The course introduces students to basic ethical and rhetorical concepts that govern a multitude of professional and technical situations. It will concentrate on the fundamentals within professional writing communities in order to train students in effective and persuasive communication. Students will gain intensive practice in composing powerful audience driven documents such as letters, memos, and job application materials.

III.	**Intended learning outcomes (ILOs) of the course:**
(A) Knowledge and Understanding:	

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in Knowledge and Understanding.

Program Intended Learning Outcomes (Sub- PILOs) in: Knowledge and Understanding		Course Intended Learning Outcomes (CILOs) in: Knowledge and Understanding	
After completing this program, students will be able to:		After completing this course, students will be able to:	
A2	Show an informed understanding of some of the main theories concerning the broader human language faculty, its nature, acquisition, production and use in various contexts	a1	Demonstrate understanding of professional obligations and ethical behaviors in diverse communicative situations
A5	Demonstrate an informed understanding of the social, pragmatic and functional uses of	a2	Identify the facets and functions of the primary genres of technical writing,

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	language in various contexts in society	including letters, memos, emails, resumes, reports, proposals, technical descriptions, and technical definitions

Teaching and Assessment Methods for Achieving Learning Outcomes:

Alignment of Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:

	Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding	Teaching strategies/ methods to be used	Methods of assessment
	After completing this course, students will be able to:	▪ Lectures and seminars ▪ Independent reading and writing ▪ Classroom discussion ▪ Practical exercises	▪ Sitting for quizzes, mid-term and final exams ▪ Written assignments
a1	Demonstrate understanding of professional obligations and ethical behaviors in diverse communicative situations		
a2	Identify the facets and functions of the primary genres of technical writing, including letters, memos, emails, resumes, reports, proposals, technical descriptions, and technical definitions		

(B) Intellectual Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Intellectual skills

	Program Intended Learning Outcomes (Sub-PILOs) in Intellectual skills		Course Intended Learning Outcomes (CILOs) of Intellectual Skills
	After completing this program, students will be able to:		After completing this course, students will be able to:
B1	Critically examine and evaluate evidence in relation to communication and language use in a variety of modes, genres and contexts, in different literary and non-literary texts	b1	Critique and revise their own documents to insure that they fulfill their purposes
B2	Analyze and synthesize complex information from a variety of texts and reflect critically on some of the dominant theories and topics in the various fields of English language and literature	b2	Adapt to the constraints of specific rhetorical situations, including audiences, purposes, and uses

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Teaching and Assessment Methods for Achieving Learning Outcomes:

Alignment of Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in Intellectual Skills.	Teaching strategies/methods to be used	Methods of assessment
After completing this course, students will be able to:	▪ Lectures and seminars ▪ Independent reading and writing ▪ Classroom discussion ▪ Practical exercises	▪ Sitting for quizzes, mid-term and final exams ▪ Written assignments
b1 Critique and revise their own documents to insure that they fulfill their purposes		
b2 Adapt to the constraints of specific rhetorical situations, including audiences, purposes, and uses		

(C) Professional and Practical Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Professional and Practical Skills

Program Intended Learning Outcomes (Sub-PILOs) in Professional and Practical Skills		Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	
After completing this program, students will be able to:		**After completing this course, students will be able to:**	
C4	Apply a range of conceptual tools and communication skills in handling language-based tasks in appropriate contexts, including the ability to present sustained and persuasive written and oral arguments cogently and coherently	**c1**	Write documents that are accessible and reader-centered
C5	Successfully utilize strategies to interpret, analyze and critically examine diverse forms of discourse including literary, journalistic, historical and other non-literary texts.	**c2**	Produce professional caliber technical documents

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Teaching and Assessment Methods for Achieving Learning Outcomes:

Alignment of Learning Outcomes of Professional and Practical Skills to Teaching and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills		Teaching strategies/ methods to be used	Methods of assessment
After completing this course, students will be able to:		▪ Lectures and seminars ▪ Classroom discussion ▪ Practical exercises	▪ Sitting for quizzes, mid-term and final exams ▪ Written assignments
c1	Write documents that are accessible and reader-centered		
c2	Produce professional caliber technical documents		

(D) General / Transferable Skills:

Alignment of Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: General and Transferable skills

Program Intended Learning Outcomes (PILOs) in General / Transferable skills		Course Intended Learning Outcomes (CILOs) in General / Transferable skills	
After completing this program, students will be able to:		After completing this course, students will be able to:	
D4	Work effectively within a team or individually to accomplish a common goal	d1	Produce documents both collaboratively and independently
D6	Communicate proficiently and fluently in English in different academic, professional and social settings	d2	Use effective written communication strategies and techniques to produce documents in professional contexts.

Teaching and Assessment Methods for Achieving Learning Outcomes:

Alignment of Learning Outcomes of General and Transferable skills to Teaching and Assessment Methods:

Course Intended Learning Outcomes (CILOs) in General and Transferable Skills		Teaching strategies/ methods to be used	Methods of assessment
After completing this course, students will be able to:		▪ Classroom discussion ▪ Practical exercises	▪ Sitting for quizzes, mid-term and final exams ▪ Written assignments
d1	Produce documents both collaboratively and independently		
d2	Use effective written communication strategies and techniques to produce documents in professional contexts.		

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IV. Course Content:

1. Course Topics/Items:

a – Theoretical Aspect

No	Topic List / Units	CILOs (symbols)	Sub-topic List	Number of weeks	Contact hours
1	**Introduction**	a1; a2; b1; b2;	- Course overview - Introduction to professional & technical writing	1	3
2	**Business Writing Style**	a1; a2; b1; b2;	- Writing to an international audience - Pre-writing activity - Proofreading - Revision	1	3
3	**Business document writing**	a1; a2; b1; b2; c1; c2; d1;d2	- Business Ethics - Writing Collaboratively - Memo Writing - E-mail - Inquiries and responses - Instant messaging	1	3
4	Correspondence	a1; a2; b1; b2; c1; c2; d1;d2	- International correspondence - Acknowledgment letters - Adjustment letters - Complaint letters - Cover letters - Reference letters - Refusal letters	2	6
5	**Project/research proposal**	a1; a2; b1; b2; c1; c2; d1;d2	- Problem statement - Organizing and drafting - Research memorandum - Proposal Presentation	1	3
7	**Research and documentation**	a1; a2; b1; b2; c1; c2; d1;d2	- Bibliographies - Copyright - Documenting Sources - Interviewing for Information - Literature reviews - Note-taking - Paraphrasing - Plagiarism - Questionnaires	3	9
8	**Job Search and Application**	a1; a2; b1; b2; c1; c2;	- Résumé - Job application letters - Request for reference	2	6

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		d1;d2	- LinkedIn profile - Salary negotiations - Acceptance/refusal letters - Resignation letters		
9	**Report writing & Style**	a1; a2; b1; b2; c1; c2; d1;d2	- **Report Components:** Abstracts, Appendixes, Conclusions, Executive, Summaries, Glossaries, Introductions, Tables of contents, Titles - **Reports:** Feasibility reports, Formal reports, Investigative reports, Laboratory reports, Progress and activity reports, Test reports, Trip reports, Trouble reports	3	9
Number of Weeks /and Units Per Semester				14	42

b. Training Aspect:

Order	Training Tasks	CILOs (symbols)	Number of weeks	Contact hours
1				
2				
Number of Weeks /and Units Per Semester				

V. Teaching strategies of the course:

Teaching strategies of the course are included in lectures, student active seminars and independent study. The course is given in the form of lecture slides that demand active participation from the students. The students' participation demands reading and digesting of the literature, preparation for participation in a seminar discussion and writing of different types.

The Learner's role is activated through a set of strategies:

- Lectures - seminars - Small group discussion - Open presentations	- Guided self-study - Presentations - Group activities to build knowledge - group projects

Assessment Methods:

- Written examinations - Assignments - Presentations - Quizzes	- Oral assessment and feedback - Report writing/projects/ classroom practical session - Team work

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

No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)

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1	Participation and quizzes	1-12	**10**	10%	a, b, c & d
2	Assignments	4-12	**10**	10%	a, b, c & d
3	Mid-semester exam	8	**20**	20%	a, b & c
4	Final Exam	16	**60**	60%	a, b & c
	Total		**100**	**100%**	

VI.	Learning Resource (MLA style or APA style)s:
1- Required Textbook(s) (maximum two)	
	Technical Communication (11th ed.), Mike Markel. MacMillan, 2015. ISBN-10: 1-319-08808-2; ISBN-13: 978-1-319-08808-8 (E-book version is fine) Paul V. Anderson—*Technical Communication: A Reader-Centered Approach*, 2013 (Eighth Edition ISBN: 978-1-133-30981-9)
2- Recommended Readings and Reference Materials	
	Tebeaux, Elizabeth & Dragga, Sam (3rd ed.). *The Essentials of Technical Communication*. Oxford UP, ISBN: 978-0-19-937999-6
3- Essential References	
	red, Gerald J., Brusaw, Charles T., and Oliu, Walter E. (2009). *Handbook of Technical Writing*. Bedford/St. Martin's, 75 Arlington Street, Boston, MA 02116 (617-399-4000)
4- Electronic Materials and Web Sites *etc*.	
	https://medium.com/technical-writing-is-easy/top-technical-writing-skills-for-2020-627fcca4c240 https://medium.com/technical-writing-is-easy/technical-writing-everything-you-need-to-know-about-being-a-tech-writer-a4cff97c568 https://www.coursera.org/learn/technical-writing
5- Other Learning Material:	

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VII.	Course Policies: (Based on the Uniform Students' Bylaw (2007))
1	**Class Attendance:** Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	**Tardiness:** A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	**Exam Attendance/Punctuality:** No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	**Assignments & Projects:** Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	**Cheating:** Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
6	**Forgery and Impersonation:** Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
7	**Other policies:** The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

اللجنة الإشرافية:

م	الاسم	الصفة الوظيفية	التوقيع
١	**د/ عباس مطهر**	نائب العميد للدراسات العليا	
٢	**أ.م.د/ أحمد مجاهد**	نائب عميد مركز التطوير وضمان الجودة	
٣	**أ.د/ إبراهيم المطاع**	نائب رئيس الجامعة للشئون الأكاديمية	

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Course Plan of Professional & Technical Writing

I. - Information about Faculty Member Responsible for the Course:

Name of Faculty Member		Office Hours					
Location & Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail							

II. Course Identification and General Information:

1-	Course Title:	*Professional & Technical Writing*				
2-	Course Number & Code:	**DR 81**				
3-	Credit hours:	**C.H**				**Total**
		Th.	Seminar	Pr.	F. Tr.	
		3	-	-		3
4-	Study level/year at which this course is offered:	Level IV, Semester VIII				
5-	Pre –requisite (if any):	Writing I, Writing II, Academic Writing Skills & Business Correspondence				
6-	Co –requisite (if any):	Nil				
7-	Program (s) in which the course is offered	BA in English Language studies				
8-	Language of teaching the course:	English				
9-	System of Study:					
10-	Mode of delivery:					
11-	Location of teaching the course:	Faculty of Languages				

III. Course Description:

The course introduces students to basic ethical and rhetorical concepts that govern a multitude of professional and technical situations. It will concentrate on the fundamentals within professional writing communities in order to train students in effective and persuasive communication. Students will gain intensive practice in composing powerful audience driven documents such as letters, memos, and job application materials.

IV. Intended learning outcomes (ILOs) of the course:

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

1. Demonstrate understanding of professional obligations and ethical behaviors in diverse communicative situations.
2. Identify the facets and functions of the primary genres of technical writing, including letters, memos, emails, resumes, reports, proposals, technical descriptions, and technical definitions;
3. Critique and revise their own documents to insure that they fulfill their purposes.
4. Adapt to the constraints of specific rhetorical situations, including audiences, purposes, and

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uses.
5. Write documents that are accessible and reader-centered
6. Produce professional caliber technical documents;
7. Produce documents both collaboratively and independently;
8. Use effective written communication strategies and techniques to produce documents in professional contexts.

V. Course Content:

	A – Theoretical Aspect:		
Nr	**Topics List**	**Week Due**	**Contact Hours**
1	**Introduction** - Course overview - Introduction to professional & technical writing	1st	3
2	**Business Writing Style** - Writing to an international audience - Pre-writing activity - Proofreading - Revision	2nd	3
3	**Business document writing** - Business Ethics - Writing Collaboratively - E-mail and Memo Writing - Inquiries and responses - Instant messaging	3rd	3
4	**Correspondence (1)** - International correspondence - Acknowledgment letters - Adjustment letters	4th	3
5	**Correspondence (2)** - Complaint letters; Cover letters; Reference letters; Refusal letters	5th	3
6	**Project/research proposal** - Problem statement; Organizing and drafting; Research memorandum; Proposal Presentation;	6th	3
7	**Research and documentation (1)** - Bibliographies; Copyright; Documenting Sources - Interviewing for Information	7th	3
8	**Mid-term exam**	8th	3
8	**Research and documentation (2)** - Literature reviews; Note-taking; Paraphrasing ; Plagiarism - Questionnaires	9th	3
9	**Job Search and Application (1)** - Résumé - Job application letters - Request for reference - LinkedIn profile	10th	3
10	**Job Search and Application (2)** - Salary negotiations - Acceptance/refusal letters	11th	

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		- Resignation letters		
11	**Report writing & Style (1)**	- **Report Components:** Abstracts, Appendixes, Conclusions, Executive, Summaries, Glossaries, Introductions, Tables of contents, Titles	12th	**6**
12	**Report writing & Style (2)**	**Reports:** Feasibility reports, Formal reports, Investigative reports, Laboratory reports	13th	
14	**Report writing & Style (3)**	Progress and activity reports, Test reports, Trip reports, Trouble reports	14th	
15	Revision		15th	
16	Final examination		16th	
Number of Weeks /and Units Per Semester			**16**	**48**

b- Training Aspect:			
Order	**Training Tasks**	**Week Due**	**Contact hours**
1			
2			
Number of Weeks /and Units Per Semester			

VI. Teaching strategies of the course:

Teaching strategies of the course are included in lectures, student active seminars and independent study. The course is given in the form of lecture slides that demand active participation from the students. The students' participation demands reading and digesting of the literature, preparation for participation in a seminar discussion and writing of different types.

The Learner's role is activated through a set of strategies:	
- Lectures - seminars - Small group discussion - Open presentations	- Guided self-study - Presentations - Group activities to build knowledge - group projects
	Assessment Methods:
- Written examinations - Assignments - Presentations - Quizzes	- Oral assessment and feedback - Report writing/projects/ classroom practical session - Team work

VII.   Assessment Methods:

No.	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Present/Absent	All	10	10%

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2	Class activities	All	10	10%
3	Midterm written Exam	7th	20	20%
4	Final Exam (theoretical)	16th	60	60%
5	**Total**		**100**	**100%**

VIII. Learning Resource (MLA style or APA style)s:
1- Required Textbook(s) (maximum two)
Technical Communication (11th ed.), Mike Markel. MacMillan, 2015. ISBN-10: 1-319-08808-2; ISBN-13: 978-1-319-08808-8 (E-book version is fine)   Paul V. Anderson—*Technical Communication: A Reader-Centered Approach*, 2013 (Eighth Edition ISBN: 978-1-133-30981-9)
2- Recommended Readings and Reference Materials
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3- Essential References
red, Gerald J., Brusaw, Charles T., and Oliu, Walter E. (2009). *Handbook of Technical Writing*. Bedford/St. Martin's, 75 Arlington Street, Boston, MA 02116 (617-399-4000)
4- Electronic Materials and Web Sites *etc*.
https://medium.com/technical-writing-is-easy/top-technical-writing-skills-for-2020-627fcca4c240   https://medium.com/technical-writing-is-easy/technical-writing-everything-you-need-to-know-about-being-a-tech-writer-a4cff97c568   https://www.coursera.org/learn/technical-writing
5- Other Learning Material:

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	IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))
1	**Class Attendance:** Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	**Tardiness:** A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	**Exam Attendance/Punctuality:** No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	**Assignments & Projects:** Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	**Cheating:** Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
6	**Forgery and Impersonation:** Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply**.**
7	**Other policies:** The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
أ.م.د/ عدنان الشعيبي

رئيس الجامعة
أ.د/ القاسم عباس