



Course Specification of Technical Writing

I. Course Identification and General Information:						
1	Course Title:	Technical Writing				
2	Course Number & Code:	DR 42				
3	Credit hours:	C.H				Total
		Theoretical	Practical	Training	Seminar	
		3				3
4	Study level/ semester at which this course is offered:	Level II, Semester IV				
5	Pre –requisite (if any):	DR 13; DR 23; DR 33				
6	Co –requisite (if any):	None				
7	Program (s) in which the course is offered:	BA in Translation				
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:
<p>The course introduces students to basic ethical and rhetorical concepts that govern a multitude of professional and technical situations. Highlighting the importance of the writing process, this course 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, as well as research proposals, presentations and formal reports.</p>

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	Demonstrate an informed understanding of the structure and uses of English and Arabic and the commonalities and differences between them.	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 English and Arabic in various contexts in society.	a2	Identify the facets and functions of the primary genres of technical writing, including letters, memos, emails, resumes,

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			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:			
a1	Demonstrate understanding of professional obligations and ethical behaviors in diverse communicative situations	<ul style="list-style-type: none"> ▪ Lectures and seminars ▪ Independent reading and writing ▪ Classroom discussion ▪ Practical exercises 	<ul style="list-style-type: none"> ▪ Sitting for quizzes, mid-term and final exams ▪ Written assignments
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 technical and non-technical texts in both English and Arabic.	b1	Revise their own documents to insure that they fulfill their purposes
B2	Abstract and synthesize complex information from a variety of texts and reflect critically on some of the dominant theories and approaches of translation.	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:	<ul style="list-style-type: none"> ▪ Lectures and seminars ▪ Independent reading and writing ▪ Classroom discussion ▪ Practical exercises 	<ul style="list-style-type: none"> ▪ Sitting for quizzes, mid-term and final exams ▪ Written assignments
b1 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	Effectively discuss the relationship between sound, image and language in multimedia texts and apply a range of electronic tools to handle written and oral Arabic and English texts clearly and coherently.	c1	Write documents that are accessible and reader-centered
C5	Successfully apply translation and interpretation strategies to translate and interpret diverse forms of discourse.	c2	Produce professional caliber technical documents

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:	<ul style="list-style-type: none"> ▪ Lectures and seminars ▪ Classroom discussion ▪ Practical exercises 	<ul style="list-style-type: none"> ▪ 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		

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(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 effectively and fluently in speech and writing.	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:		<ul style="list-style-type: none"> ▪ Classroom discussion ▪ Practical exercises 	<ul style="list-style-type: none"> ▪ 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.		

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;	- International correspondence	2	6

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		b1; b2; c1; c2; d1;d2	- Acknowledgment letters - Adjustment letters - Complaint letters - Cover letters - Reference letters - Refusal letters		
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; d1;d2	- Résumé - Job application letters - Request for reference - LinkedIn profile - Salary negotiations - Acceptance/refusal letters - Resignation letters	2	6
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

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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:	
<ul style="list-style-type: none"> - Lectures - seminars - Small group discussion - Open presentations 	<ul style="list-style-type: none"> - Guided self-study - Presentations - Group activities to build knowledge - group projects
Assessment Methods:	
<ul style="list-style-type: none"> - Written examinations - Assignments - Presentations - Quizzes 	<ul style="list-style-type: none"> - Oral assessment and feedback - Report writing/projects/ classroom practical session - Team work

VI. 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)
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
5	Final Exam	16	60	60%	a, b & c
Total			100	100%	

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V. 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

Alred, 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:

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

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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	أم.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 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:	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 II, Semester IV					
5-	Pre –requisite (if any):	Writing I, Writing II, Academic Writing Skills					
6-	Co –requisite (if any):	Nil					
7-	Program (s) in which the course is offered	BA in Translation					
8-	Language of teaching the course:	English					
9-	System of Study:	Regular					
10-	Mode of delivery:	Interactive Lectures					
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. Highlighting the importance of the writing process, this course 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, as well as research proposals, presentations and formal reports.

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. Revise their own documents to insure that they fulfill their purposes.
4. Adapt to the constraints of specific rhetorical situations, including audiences, purposes, and uses.
5. Write documents that are accessible and reader-centered

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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	1 st	3
2	Business Writing Style - Writing to an international audience - Pre-writing activity - Proofreading - Revision	2 nd	3
3	Business document writing - Business Ethics - Writing Collaboratively - E-mail and Memo Writing - Inquiries and responses - Instant messaging	3 rd	3
4	Correspondence (1) - International correspondence - Acknowledgment letters - Adjustment letters	4 th	3
5	Correspondence (2) - Complaint letters; Cover letters; Reference letters; Refusal letters	5 th	3
6	Project/research proposal - Problem statement; Organizing and drafting; Research memorandum; Proposal Presentation;	6 th	3
7	Research and documentation (1) - Bibliographies; Copyright; Documenting Sources - Interviewing for Information	7 th	3
8	Mid-term exam	8 th	3
8	Research and documentation (2) - Literature reviews; Note-taking; Paraphrasing ; Plagiarism - Questionnaires	9 th	3
9	Job Search and Application (1) - Résumé - Job application letters - Request for reference - LinkedIn profile	10 th	3
10	Job Search and Application (2) - Salary negotiations - Acceptance/refusal letters - Resignation letters	11 th	
11	Report writing & Report Components: Abstracts, Appendixes,	12 th	6

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	Style (1)	Conclusions, Executive, Summaries, Glossaries, Introductions, Tables of contents, Titles		
12	Report writing & Style (2)	Reports: Feasibility reports, Formal reports, Investigative reports, Laboratory reports	13 th	
14	Report writing & Style (3)	Progress and activity reports, Test reports, Trip reports, Trouble reports	14 th	
15	Revision		15 th	
16	Final examination		16 th	
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 |
|--|---|

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VII. Assessment Methods:

No.	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Present/Absent	All	10	10%
2	Class activities	All	10	10%
3	Midterm written Exam	7 th	20	20%
4	Final Exam (theoretical)	16 th	60	60%
5	Total		100	100%

VIII. Learning Resources:

1. Required Textbook(s) (maximum two)

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<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>

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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.

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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.

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