

**(210 NGA) Writing Report 2  
Tentative Course Description & Syllabus**

**Course code: 210 NGA**  
**Credit hours: 3**

**Section number: 1063**  
**Days:Wed. (1-3 room: 205 -Bldg.2**

<b>Week no.</b>	<b>Hejri</b>	<b>Gregorian</b>	<b>Lesson...</b>
1	8-4-1436	4-2-2015	Registration
2	15-4-1436	11-2-2015	Introduction to Writing Report
3	22-4-1436	18-2-2015	- Types of Report 1 (Process description Reports, Progress Reports & Research Reports) - Assignment 1
4	29-4-1436	25-2-2015	- Types of Report 2 (Scientific Reports, Investigation into the Financial Affairs of Company Report) - Assignment 2
5	6-5-1436	1-3-2015	- Type of Report 3 (Technical Reports, Technological & Trouble-Shooting Reports) - Assignment 3
6	13-5-1436	8-3-2015	- Type of Report 3 (Technical Reports, Technological & Trouble-Shooting Reports) - Assignment 3
7	20-5-1436	15-3-2015	- Parts of Reports Feedback (Final Project)
8	27-5-1436	22-3-2015	- Parts of Reports Feedback (Final Project)
<b>Mid Term Break</b>			
<b>By the end of Sunday 2-6-1436H\25-3-2015 to the end of Saturday 8-6-1436H/ 2-4-2015</b>			
9	12-6-1436	6-4-2015	- Parts of Reports Feedback (Final Project)
10	19-6-1436	13-4-2015	- Parts of Reports Feedback (Final Project)
11	26-6-1436	20-4-2015	- Quiz - Report Presentation
12	3-7-1436	27-4-2015	- Report Presentation
13	10-7-1436	3-5-2015	- Project Deadline
14	17-7-1436	10-5-2015	- Reviewing
15	24-7-1436	17-5-2015	- Oral Exam
16	2-8-1436	24-5-2015	- General Exams

**Course Description:** Writing report course aims to help students to develop the skills they will need to write scientific and technical documents successfully. The course will introduce students to the rhetorical principles and compositional practices necessary for writing effective and professional reports.

**Required Material:** John Bowden, *Writing a Report: 9th edition, How To Books, 2011*

Instructor & Instructors' Contact information	
<b>Instructor name</b>	Dosh Aljhni
<b>Office Location</b>	Building26, English department, 1 <sup>st</sup> floor, Office no: 3A
<b>Office Hours</b>	Thurs. : 10 - 12
<b>Email Address</b>	<a href="mailto:dosh.aljhni@gmail.com">dosh.aljhni@gmail.com</a>
<b>Website</b>	<a href="http://fac.ksu.edu.sa/daljhni">http://fac.ksu.edu.sa/daljhni</a>
<b>Twitter Account</b>	@210Nga

Course policies	
<b>Grading Criteria</b>	<ul style="list-style-type: none"> <li>- Participation &amp; Classwork 10pts.</li> <li>- Quiz 5pts.</li> <li>- Assignments 1-2-3 15pts.</li> <li>- Final Project 30pts.</li> <li>- Final Examination 40pts.</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>- Class attendance is required. You are expected to be in class on time and to be ready to work when you arrive. We will often work on projects and in groups during the term and there is no substitute for your presence in class.</li> <li>- Being late for class or leaving early is also unprofessional conduct and counts as an absence.</li> <li>- If you miss more than three classes during the term, you won't be allowed to attend the final exam.</li> </ul>
<b>Make-up Exams</b>	<p>Make-up exams are discouraged. If a student misses the final exam, she MUST submit a valid medical report from a governmental hospital and then each individual case will be dealt with accordingly. <b><u>If the leave is approved</u></b>, the make-up exam will take place at the end of the semester, and will include <b>ALL</b> the chapters covered during the whole semester.</p>
<b>Student Conduct</b>	<ul style="list-style-type: none"> <li>· Respect is earned not given.</li> <li>· Mobile phones must be turned off in the classroom.</li> <li>· Drinking water in class is allowed but definitely not eating.</li> <li>· Respect your classmates' right to listen to the instructor, so keep silence please.</li> </ul>