

Course Specification

King Saud University

College of Languages and Translation

A Course Identification and General Information

1. Course title and code: **Technical Writing /Eng 107**

2. Contact Hours: 3 / Credit Hours: 3

3. Program(s) in which the course is offered.
(This course is taught to Engineering Students who have satisfactorily completed the preparatory year)

4. Name of faculty member responsible for the course
Dr. Nooradeen Gulie, Mr Ridha Al-Arfi, Mr. Saleh Al-Qahtani, Mr. Abdussalam Yikhlef

5. Level/year at which this course is offered: First semester of the second academic year.

6. Pre-requisites for this course (if any): **Preparatory year.**

7. Co-requisites for this course (if any) **NA**

8. Location if not on main campus

B Objectives

1. Summary of the main learning outcomes for students enrolled in the course.

By the end of the course, students are expected to:

-be familiar with the types of documents, principles of organizing, report structure and components, report forms and rhetorical patterns common to scientific and technical disciplines

-be able to develop and write technical information

-be able to write technical conventions including heading, illustrations. And various report and documents types.

2. Briefly describe any plans for developing and improving the course that are being implemented.
(eg increased use of IT or web based reference material, changes in content as a result of new research in the field).

This course is subject to future changes of (textbooks, plans) once it has just been implemented one semester ago.

C. Course Description (Note: General description in the form to be used for the Bulletin or Handbook should be attached)

1 Topics to be Covered (weekly distribution)

Week	Course Components
1	Introductory notions to paragraph writing, activities.
2	Ch.1 (pp. 1-7). Organization: the key to good writing (groups, lists), topics, irrelevant information, class activity.
3	Ch.2 (pp. 8-16). Identifying parts of a paragraph – topic sentences – supporting sentences – activities – irrelevant sentences.
4	Ch.2 (pp.16-19). Writing concluding sentences – activities – paragraph writing – Ch.3 (pp.20-21). Organizing information by time: time order, signal words, prepositions of time. Ch.3 (pp.22-25). Organizing information by time: organizing sentences by time; writing paragraphs using time order.
5	Ch.3 (p.26) Editing activities. Ch.4 (pp.27-32). Organizing information by order of importance. Order of importance; signal words; ordering ideas according to importance; writing paragraphs using order of importance; small group activity.
6	Ch.4 (Cont'd)(pp.32-33). Equal order paragraphs; editing; paragraph writing. Ch.5 (pp.34-37). Organizing information by space. Using space order; signal words; writing paragraphs using space order; writing about a place.
7	Ch.5 (Cont'd)(pp.37-40). Organizing information by space. Using space order and space signal words
8	MID-TERM ONE
9	MID-SEMESTER BREAK
10	Ch.7 (pp.47-49). Supporting the main idea/ using personal experience. (prewriting/writing/revising as individual activity). Using facts and quotes for support: read and respond.
11	Ch.7 (pp.50-57). Using facts and quotes for support: Writing about information in graphs and charts.
12	Ch.8 (pp. 58-63). Giving instructions. Recognizing processes/ writing topic sentences for process paragraphs. Starting "Writing a process paragraph"(63).
13	Ch.8 (pp.63-68). Writing a process paragraph. Describing the steps in an experiment/ Writing about an experiment.
14	MID-TERM TWO
15	Ch.9 (pp.69-) Writing Descriptions (objects/places)
16	FINAL EXAM

2 Course components (total contact hours per semester):			
Lecture: 3 contact hours a week	Tutorial: NA	Laboratory NA	Practical/Field work/Internship NA

3. Additional private study/learning hours expected for students per week. (This should be an average for the semester not a specific requirement in each week)

4. Development of Learning Outcomes in Domains of Learning

For each of the domains of learning shown below indicate:

- A brief summary of the knowledge or skill the course is intended to develop;
- A description of the teaching strategies to be used in the course to develop that knowledge or skill;
- The methods of student assessment to be used in the course to evaluate learning outcomes in the domain concerned.

a. Knowledge

(i) Description of the knowledge to be acquired

By the end of the course, students are expected to:

- be familiar with the types of documents, principles of organizing, report structure and components, report forms and rhetorical patterns common to scientific and technical disciplines
- be able to develop and write technical information
- be able to write technical conventions including heading, illustrations. And various report and documents types.

(ii) Teaching strategies to be used to develop that knowledge

Lecture-Based

Team-Based Learning

Eclectic Method.

(iii) Methods of assessment of knowledge acquired

Two Midterm exams weighing 50 marks

A Final Exam weighing 50 marks

Learning Resources

1. Required Text(s)

Course Book: (*Writing from within by Curtis Kelly & Arlen Gargagliano, 2001*)

2. Essential References

- Longman Dictionary of Contemporary English
- Miscellaneous topics on grammar