Technical Report Writing and Communication

<table>
<thead>
<tr>
<th>Module Title</th>
<th>Technical Report Writing and Communication</th>
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<tbody>
<tr>
<td>Level</td>
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<tr>
<td>Reference No. (showing level)</td>
<td>EAX_S_256/ENGG06C02</td>
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<tr>
<td>Credit Value</td>
<td>10 credit points</td>
</tr>
<tr>
<td>Student Study Hours</td>
<td>Contact hours: 12 lectures + 20 Tutors Student managed learning hours: 100</td>
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<tr>
<td>Pre-requisite learning</td>
<td>-</td>
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<td>Co-requisites</td>
<td>-</td>
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<tr>
<td>Excluded combinations</td>
<td>-</td>
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<tr>
<td>Module co-ordinator (Name + Email)</td>
<td>Dr Tamer Mohamed <a href="mailto:Tamer.mohamed@bue.edu.eg">Tamer.mohamed@bue.edu.eg</a></td>
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<tr>
<td>Faculty/Department</td>
<td>Engineering/petroleum and natural gas technology</td>
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**Short Description**

Introduction to technical reports, identification of the problem, identification of audiences and readers, mechanisms of technical writing, and how to write good technical reports; what is technical writing; relation between sender and receiver; ethical considerations; how to write an effective paragraph;

**Aims**

The purpose of this module is to provide engineering students with all basic concepts that qualify them to be able to communicate technical information effectively.

**Learning Outcomes**

**Knowledge and understanding**

On completion of this module students should be able to demonstrate knowledge and understanding of:

1. criteria for writing effective technical reports, data sheets, presentations, etc and know how to find and use sources for help;
2. ethical aspects, i.e. referencing and plagiarism.

**Subject-specific cognitive skills**

On completion of this module students should be able to/demonstrate ability in:

3. write reports, data sheets and presentations in order to communicate information of a technical nature;
4. Be trained on writing simple scientific papers

**Subject-specific practical skills**

On completion of this module students should be able to/demonstrate ability in:

5. use written and electronic resources to communicate and handle data;
6. use a variety of computer software to prepare documents for presenting technical information;

**Key/transferable skills**

On completion of this module students should be able to/demonstrate ability in:

7. adhere to the ethics of technical writing and usage of resources.
8. Adhere to different technical writing styles.

**Employability**

To prepare student to get job and be professional graduate in future, the development of one or more of top engineering skills, namely problem solving, communication, management and environment and economics, is addressed in this module. Personal development planning is also one of our focuses in this module.
### Teaching and learning pattern

1. **6, 2h lectures per week.** To improve student ability in writing effective technical reports, data sheets, presentations, etc and know how to find and use sources for help; ethical aspects, i.e. referencing and plagiarism, adhere to the ethics of technical writing and usage of resources.

2. **4, 2h tutorial.** This method informs learning outcomes of writing reports, data sheets and presentations in order to communicate information of a technical nature.

3. **6, 2h practical computer sessions** where the students are assisted in using computer applications to generate reports and presentations as well as to find 3rd party sources.

### Indicative content

Introduction to technical reports, identification of the problem, identification of audiences and readers, mechanisms of technical writing, and how to write good technical reports; what is technical writing; relation between sender and receiver; ethical considerations; how to write an effective paragraph; how to develop ideas; technical definitions; description of a mechanism; description of a process; analysis of written paragraphs; writing proposals; laboratory and project reports.

### Assessment

**Elements & weightings**

- **Course Work:** 30% in Class Assignments, 30% a technical report of 2000 words and 40% course work assignments \( \text{Lab session} \)

- Students must achieve 40% of the total module mark for passing this module.

### Indicative Sources (Reading lists)
