

Course Number and Title:	HU-213 Technical Writing		
Credit Hours:	3+0		
Pre Requisite	Nil		
Instructor (s):	Ms. Mariam Batool		
Lab Engineer:	N/A		
Compulsory/Elective:	Compulsory		
If Elective: Depth Core/ Breadth Core:			
Course Schedule:	Lecture:	3 Hours/Week	
	Lab:	N/A	
	Office hours:	4 Hours/Week	
Course Assessment:	Assignments:	3	
	Quizzes:	3	
	Lab work:	N/A	
	Exams:	Mid-Semester and Final	
Grading Policy:	Quizzes:	10%	
	Assignments:	10%	
	Lab work:	00%	
	Mid-Semester:	20%	
	End-Semester:	60%	
Text Book:	Technical Report Writing Today by Daniel G. Riordan and Steven E. Pauley, Latest Edition.		
Reference Book(s):			
Course Objective:	To enhance language skills and develop critical thinking.		
Course Learning Outcome	CLO Statement	PLO	Bloom
CLO-1:	To teach students the basics of technical writing and its guidelines.	PLO-7	C1 C2
CLO-2:	Learn to prepare reports i.e. informal reports and formal reports.	PLO-7	C3
CLO-3:	To teach students effective reading and communication skills	PLO-7	C3
CLO-4:	To achieve proficiency in writing memos, proposals, covering letter, fliers, brochures, newsletters, job application letter, business letter, feasibility reports, manual writing, and so on	PLO-7	C3

Topics covered in the course and level of coverage:	❖ Introduction to technical report writing	6 Hours																																		
	❖ IMRD report writing	3 Hours																																		
	❖ Progress report writing	3 Hours																																		
	❖ Brief analytical and outline report writing	3 Hours																																		
	❖ Introduction to proposal writing and internal proposal	3 Hours																																		
	❖ External proposal writing	3 Hours																																		
	❖ Feasibility and recommendation report writing	3 Hours																																		
	❖ Reading techniques i.e. skimming, scanning	3 Hours																																		
	❖ Text organization and ways to organize texts	3 Hours																																		
	❖ Letter components, transmitter letter, official and unofficial letters, memo writing and transmitter memos	6 Hours																																		
	❖ Introduction to fliers, brochures and newsletters	6 Hours																																		
	❖ Manual writing	3 Hours																																		
	❖ Effective communication and interview skills	3 Hours																																		
Program learning outcomes and how they are covered by specific course outcomes:	<table border="1"> <thead> <tr> <th>Detailed Contents</th> <th>CLO</th> <th>PLO</th> </tr> </thead> <tbody> <tr> <td>❖ Definition of technical writing, Technical writing is audience centered, technical writing deals with specific situations, enables readers to act, occurs within a community, is interactive, definite purposes, format guidelines for technical writing, defining audience.</td> <td>CLO-1</td> <td>PLO-7</td> </tr> <tr> <td>❖ Types of reports, transmitter letters and memos, how to write an introduction that includes an objective of the report, context and expanded contexts.</td> <td>CLO-2</td> <td>PLO-7</td> </tr> <tr> <td>❖ Introduction, methodology, results and discussion</td> <td>CLO-2</td> <td>PLO-7</td> </tr> <tr> <td>❖ Introduction to progress report writing, work completed, work scheduled, problems.</td> <td>CLO-2</td> <td>PLO-7</td> </tr> <tr> <td>❖ Objective of analytical report writing, background, conclusion, discussion, format of outline report writing.</td> <td>CLO-2</td> <td>PLO-7</td> </tr> <tr> <td>❖ Goals of proposals, basic proposal issues, develop credibility, basic guidelines, planning the internal proposal while considering the audience, how to organize internal proposal.</td> <td>CLO-3 CLO-4</td> <td>PLO-7</td> </tr> <tr> <td>❖ Planning the external proposal, to research the situation, writing external proposal.</td> <td>CLO-3</td> <td>PLO-7</td> </tr> <tr> <td>❖ Introduction to criteria and its elements, planning and writing the feasibility report, planning and writing the recommendation report.</td> <td>CLO-3</td> <td>PLO-7</td> </tr> <tr> <td>❖ Methods of skimming and scanning, steps involved in skimming and scanning, uses of skimming and scanning, practice exercises for skimming and scanning</td> <td>CLO-3</td> <td>PLO-7</td> </tr> <tr> <td>❖ Style of text organization, requirement of different text structures according to varying situations, difference among</td> <td>CLO-1 CLO-2</td> <td>PLO-7</td> </tr> </tbody> </table>	Detailed Contents	CLO	PLO	❖ Definition of technical writing, Technical writing is audience centered, technical writing deals with specific situations, enables readers to act, occurs within a community, is interactive, definite purposes, format guidelines for technical writing, defining audience.	CLO-1	PLO-7	❖ Types of reports, transmitter letters and memos, how to write an introduction that includes an objective of the report, context and expanded contexts.	CLO-2	PLO-7	❖ Introduction, methodology, results and discussion	CLO-2	PLO-7	❖ Introduction to progress report writing, work completed, work scheduled, problems.	CLO-2	PLO-7	❖ Objective of analytical report writing, background, conclusion, discussion, format of outline report writing.	CLO-2	PLO-7	❖ Goals of proposals, basic proposal issues, develop credibility, basic guidelines, planning the internal proposal while considering the audience, how to organize internal proposal.	CLO-3 CLO-4	PLO-7	❖ Planning the external proposal, to research the situation, writing external proposal.	CLO-3	PLO-7	❖ Introduction to criteria and its elements, planning and writing the feasibility report, planning and writing the recommendation report.	CLO-3	PLO-7	❖ Methods of skimming and scanning, steps involved in skimming and scanning, uses of skimming and scanning, practice exercises for skimming and scanning	CLO-3	PLO-7	❖ Style of text organization, requirement of different text structures according to varying situations, difference among	CLO-1 CLO-2	PLO-7		
	Detailed Contents	CLO	PLO																																	
	❖ Definition of technical writing, Technical writing is audience centered, technical writing deals with specific situations, enables readers to act, occurs within a community, is interactive, definite purposes, format guidelines for technical writing, defining audience.	CLO-1	PLO-7																																	
	❖ Types of reports, transmitter letters and memos, how to write an introduction that includes an objective of the report, context and expanded contexts.	CLO-2	PLO-7																																	
	❖ Introduction, methodology, results and discussion	CLO-2	PLO-7																																	
	❖ Introduction to progress report writing, work completed, work scheduled, problems.	CLO-2	PLO-7																																	
	❖ Objective of analytical report writing, background, conclusion, discussion, format of outline report writing.	CLO-2	PLO-7																																	
	❖ Goals of proposals, basic proposal issues, develop credibility, basic guidelines, planning the internal proposal while considering the audience, how to organize internal proposal.	CLO-3 CLO-4	PLO-7																																	
	❖ Planning the external proposal, to research the situation, writing external proposal.	CLO-3	PLO-7																																	
	❖ Introduction to criteria and its elements, planning and writing the feasibility report, planning and writing the recommendation report.	CLO-3	PLO-7																																	
❖ Methods of skimming and scanning, steps involved in skimming and scanning, uses of skimming and scanning, practice exercises for skimming and scanning	CLO-3	PLO-7																																		
❖ Style of text organization, requirement of different text structures according to varying situations, difference among	CLO-1 CLO-2	PLO-7																																		

	different text structures.		
	❖ Significance of letters, preparation of official and unofficial letters, practice sessions, requirement of transmitter letters and memos along reports, requirement and usage of memos in office routines.	CLO-2 CLO-4	PLO-7
	❖ Introduction and description regarding fliers, brochures and newsletters, instructions on how to prepare the above three, class assignments to prepare the above.	CLO-4	PLO-7
	❖ Introduction to manual writing, types of manuals, procedures, instructions, precautions.	CLO-4	PLO-7
	❖ Introduction to interviewing, how to prepare for an interview, guidelines for success, mock interview	CLO-2	PLO-7

Mapping of CLOs with PLOs and Bloom's Taxonomy Cognitive Levels:

PLO	1	2	3	4	5	6	7	8	9	10	11	12
CLO-1							C1 C2					
CLO-2							C3					
CLO-3							C3					
CLO-4							C3					

Mapping of CLOs with Assessment Methods:

CLOs/Assessment	CLO-1	CLO-2	CLO-3	CLO-4
Assignments:	√	√	√	√
Quizzes:	√	√	√	√
Mid-Semester:	√	√	√	√
End-Semester:	√	√	√	√