

# Course Specification

King Saud University
College of Languages and Translation

## A Course Identification and General Information

1. Course title and code: <b>Technical Writing /Eng 107</b>
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): <b>Preparatory year.</b>
7. Co-requisites for this course (if any) <b>NA</b>
8. Location if not on main campus

## B Objectives

<p>1. Summary of the main learning outcomes for students enrolled in the course.</p> <p>By the end of the course, students are expected to:</p> <ul style="list-style-type: none"><li>-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</li><li>-be able to develop and write technical information</li><li>-be able to write technical conventions including heading, illustrations. And various report and documents types.</li></ul>
<p>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).</p> <p>This course is subject to future changes of (textbooks, plans) once it has just been implemented one semester ago.</p>

**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)

<b>Week</b>	<b>Course Components</b>
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
<b>8</b>	<b>MID-TERM ONE</b>
<b>9</b>	<b>MID-SEMESTER BREAK</b>
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.
<b>14</b>	<b>MID-TERM TWO</b>
15	Ch.9 (pp.69-) Writing Descriptions (objects/places)
<b>16</b>	<b>FINAL EXAM</b>

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