|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KSU Logo.bmpKSU Logo.bmp Syllabus (1436-1437) (2015)**  **NAJA 210 Report Writing** | | | | |
| ***`*** | ***Hejri*** | | ***Gregorian*** | ***Lesson...*** |
| **1** | **10/11/1436** | | **25/8/2015** | **Registration** |
| **2** | **17/11/1436** | | **1/9/2015** | **Introduction** |
| **3** | **24/11/1436** | | **8/9/2015** | Preparation and Planning |
| **4** | **2/12/1436** | | **15/9/2015** | Collecting Information+ Witting and Revising Your Report |
| **5** | **16/12/1436** | | **29/9/2015** | A Style Guide to Good Report Writing+ Improving the Presentation of Your Report |
| **6** | **23/12/1436** | | **6/10/2015** | A Common Type of Report |
| **7** | **30/12/1436** | | **13/10/2015** | Presentations |
| **8** | **7/1/1437** | | **20/10/2015** | Another Common Type of Report |
| **9** | **14/1/1437** | **27/10/2015** | | Presentations |
| **10** | **21/1/1437** | **3/11/2015** | | Project Report |
| **11** | **28/1/1437** | **10/11/2015** | | Presentation |
| **12** | **4/2/1437** | **17/11/2015** | | **Quiz** |
| **13** | **12/2/1437** | **24/11/2015** | | Drafts |
| **14** | **19/2/1437** | **1/12/2015** | | **Submitting Final Projects** |
| **15** | **26/2/1437** | **8/12/2015** | | **Revision + make-up exam** |
| **16** | **2/3/1437** | **13/12/2015** | | **General exams** |
| **17** | **9/3/1437** | **20/12/2015** | | **Final Exams** |

**Lecturer:** Manal Al-Rzoog **E-mail:** manal-alrzoog@hotmail.com

**Office # (4) Building (26)** **Office hours:** Tuesday**:** 8-10

**Required Materials**: Writing a Report: How to Prepare, Write and Present Really Effective Reports

By: John Bowden

**Very Important Note:**

Don’t be absent for the in-term exams because there will not be any make up exam. If you have an extreme medical reason for being absent, you will need to present official verification from a government hospital of your medical situation, and then each individual case will be dealt with accordingly.

**Grade Distributions:**

1. Class activities: 10
2. Assignments: 10
3. Quiz: 10
4. Final Project: 30
5. Final Exam: 40