

SEMESTER <i>Sixth</i>	DEPARTMENT <i>Control Engineering</i>	COURSE TITLE <i>English Technical Report Writing</i>
COURSE CODE <i>EG604</i>	HOURS: 3 UNITS: 3	COURSE SPECIFICATIONS <i>Theoretical Content</i>

The objective of the course is to train the students on how to write technical letters, essays, reports and researches.

1. Technical terms:

- The student should learn the common technical words and terms used in the field of electrical and electronic engineering.

2. The “Plan Then Write” Method:

- Establishing Standards: What Does Good Writing Look Like?
- The Process: How Professional Writers Write.
- Formats and Templates Help You Write Smarter and Faster.
- The Art of Writing: How to Solve Problems Using Your Writer’s Intuition.
- The Science of Writing: When and How to Apply Writing Rules.

3. General writing:

- The students should learn the rules of writing emphasis should be put on writing in the class room, as homework, and in the examinations.

4. Correspondences:

- The students learn to write personal, scientific, and business letters to individuals and organizations.

5. Technical Reports:

- The students learn how to organize and write technical reports (introduction, body,

and conclusion) to his superiors and coworkers.

6. Research organization and writing:

- The students learn how to organize and write research projects and know all the contents of the research structure (introduction, chapters, conclusion, recommendations, list of contents, tables, figures, and references).

References:

1. Kevin Ryan. *Write Up the Corporate Ladder*, AMACOM, 2003.