

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