

**Department of Mining, Petroleum and Metallurgical Engineering**

**Cairo University
Faculty of Engineering**

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| **Course Specifications** |
| **Program(s) on which this course is given:** | Materials and Metallurgical Engineering |
| **Major or Minor element of programs:** | Major |
| **Department offering the program:** | Department of Mining, Petroleum and Metallurgical Engineering |
| **Department offering the course:** | Department of Mining, Petroleum and Metallurgical Engineering |
| **Academic year / Level:** | Year  |
| **Date of original/modified specification approval:** | 2007 |
| **Semester of course offering:** | S1 |
| **A- Basic Information** |
| **1.a. Title:** | **Technical English and report writing**  | **1.b. Code:** | **GEN 201A**  |
| **2. Units/Credit hours per week:**  | 2.a. Lectures | 2 | 2.b. Tutorial | 0 | 2.c. Practical |  | 2.d. Total | 2 |
| **B- Professional Information** |
| **1. Overall Aims of the Course:** | The aims of this course are to provide science and engineering students with a comprehensive review of the necessary elements of grammatical and writing integrity fundamentals. |
| **2. Intended Learning Outcomes of Course (ILOs):** | **a) Knowledge and Understanding** |
| 1. Principles of technical writing and communication.  |
| **b) Intellectual Skills** |
| 2. Exchange different ideas, views, and knowledge from a range of sources in topics related to the discipline.  |
| **c) Practical Skills** |
| 3.. Prepare and present technical reports observing ethical aspects and using proper referencing and citation. |
| **d) Transferable Skills** |
| 4.: Communicate and collaborate effectively within a multidisciplinary team. |
| **3. Contents** |
| **Topic** | **Total hours** | **Lectures** | **Tutorial/ Practical** |
|  Review of the basics of English Writing |  | 1 |  |
| basics of the verbs, model verbs |  | 2 |  |
| Relative clauses and articles |  | 2 |  |
| Punctuation marks, writing numbers,quantities, |  | 2 |  |
| Practice on reading scientific articles and writing summaries |  | 2 |  |
| Introductions, conclusions. References, graphs and tables. |  | 3 |  |
|   |  |  |  |
| **4. Teaching and Learning Methods** | Lectures  | Practical Training/ Laboratory | Seminar/Workshop  |
| Class Activity  | Case Study  | Projects  |
| E-learning  | Assignments /Homework  | Other:  |
| **5. Student Assessment Methods** |
| **5.a. Method** | **To assess (with reference to the ILOs)** |
| - Assessment 1; Home work |  |
| - Assessment 2; Class Activity | C6, D2 |
| - Assessment 3; Project (Report) | C6, D2 |
| - Assessment 4; Mid-term exam  | A2, B4 |
| - Assessment 5; Oral exam/ presentation |  |
| - Assessment 6; Final Exam | A2, B4 |
| **5.b. Assessment Schedule** | **Week** |
| - Assessment 1; Home work |  |
| - Assessment 2; Class Activity | 6-7 |
| - Assessment 3; Project(Report) | 10-12 |
| - Assessment 4; Mid-term exam  | 8 |
| - Assessment 5; Oral exam/ presentation |  |
| - Assessment 6; Final Exam | End of Term |
| **5.c. Weighting of Assessments** |
| - Assessment 1; Home work |  |
| - Assessment 2; Class Activity | 10% |
| - Assessment 3; Project (Report) | 10% |
| - Assessment 4; Mid-term exam  | 10% |
| - Assessment 5; Oral exam/ presentation |  |
| - Assessment 6; Final Exam | 70% |
| -Total | 100% |
| **6. List of References** |
| 6.a. Course Notes |
| 6.b. Essential Books (Text Books) |
| * Suggested by the Academic Advisor

Arthur Waldhorn & Arthur Zeiger; English Made Simple, William Heinemann Ltd, 1981.Articles from Institute of Materials published in “Materials World Journal”. |
| 6.c. Recommended Books. |
| * Suggested by the Academic Advisor
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| 6.d. Periodicals, Web Sites, … etc: N/A |
| **7. Facilities Required for Teaching and Learning** |
| - Small group of students.  |
| - Up-to-date references in library. |
| **Course Coordinator:** | **Prof. Dr. F. Khalaf/ I El-Mahallawi** |
| **Head of Department:**  | **Prof. Dr. ElSayed ElBana** |
| **Date:**  | **Dec 2014** |

