

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

**Cairo University
Faculty of Engineering**

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| **Course Specifications** |
| **Program(s) on which this course is given:** | Materials and Metallurgical Engineering |
| **Department offering the program:** | Department of Mining, Petroleum and Metallurgical Engineering |
| **Department offering the course:** | Department of Mining, Petroleum and Metallurgical Engineering |
| **Academic Level:** | 2nd year |
| **Date**  | 2014 |
| **Semester (based on final exam timing)** |  Fall ● Spring |
| **A- Basic Information** |
| **1. Title:** | **Technical English and report writing**  | **Code:** | **GEN 202 (B)** |
| **2. Units/Credit hours per week:**  | Lectures | 2 | Tutorial | 0 | Practical | **0** | Total | 2 |
| **B- Professional Information** |
| **1. Course description:** | The course aims at developing the writing skills for science and engineering students. |
| **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) Professional and Practical Skills** |
| 3. Prepare and present technical reports observing ethical aspects and using proper referencing and citation |
| **d) General and Transferable Skills** |
| 4. Communicate and collaborate effectively within a multidisciplinary team. |
| **3. Contents** |
| **Topic** | **Total hours** | **Lectures hours** | **Tutorial/ Practical hours** |
|  Review of grammatical errors and style errors |  | 1 |  |
|  Effective sentences |  | 2 |  |
| Effective paragraphs |  | 2 |  |
| Topic sentence |  | 2 |  |
| Practice on reading scientific articles and extracting topic sentences |  | 2 |  |
| Writing process: ways to begin, introduction, conclusions-references |  | 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** |
| * **Assessment Schedule**
 | **Week** |
| -Assessment 1; Class test  | 6, 7 |
| -Assessment 2; Project Assignment  | 10, 12 |
| -Assessment 3; Presentations  |  |
| -Assessment 3; Midterm Exam | 8 |
| -Assessment 4; Final Exam | End of term |
| * **Weighting of Assessments**
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| -Mid-Term Examination | 10% |
| -Final-term Examination  | 70% |
| -Project | 5% |
| -Class Tests and assignments | 10% |
| -Presentation | 5% |
| -Total | 100% |
| **6. List of References** |
| 6.a. Course Notes |
| 6.b. Essential Books (Text Books) |
| * Suggested by the Academic Advisor
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| 6.c. Recommended Books. |
| Suggested by the Academic Advisor* **Leo Finkelstein, "Pocket Book of Technical Writing ", McGraw-Hill Science/Engineering/Math, ISBN: 0072468491 (2004)**
* **Gerson, Sharon J. and Gerson, Steven M, "Technical Writing Process and Product", Prentice Hall, ISBN: 0131196642 (2005)**
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| 6.d. Periodicals, Web Sites, … etc: N/AJournal of Materials World. |
| **7. Facilities Required for Teaching and Learning** |
| - Small group of students.  |
| - Up-to-date references in library. |
| **Course Coordinator:** | **Prof. Dr. I El-Mahallawi** |
| **Head of Department:**  | **Prof. Dr. E. M. Elbana** |

