

Course Syllabus:

Technical Writing

1. Course Information

- **Course Code:** GTS 302
- **Course Title:** Technical Writing
- **Credit Hours:** 1(0-3-0)
- **Prerequisites:** None
- **Semester/Year:** 1 / 2025

2. Course Description

Students learn and practice writing and presentation of technical reports., which include reports of laboratory experiments, in-depth technical reports, overview articles of technical topics for the general public, as well as executive summaries.

3. Course Content Outline

Week/Date	Topic	Teaching and Learning Activities
	Introduction to Technical Communication	Characteristics of technical writing
2 / Aug 11	The Writing Process	Exercises on the writing process
3 / Aug 18	Brief Correspondence	Format and purpose
4 / Aug 25	Grammar 1	Tense / Voice / Mood
5 / Sep 1	Mechanism Descriptions	Format and purpose
6 / Sep 8	Process Descriptions	Format and purpose
7 / Sep 15	Graded Writing	In-class writing 10%
8 / Sep 22	Midterm Exam	

9 / Sep 29	Grammar 2	Sentence Structure
10 / Oct 6	Investigative Reports	Lab and test reports
11 / Oct 13	Instructions	Format & conventions of written instructions
12 / Oct 20	Progress Reports	Format and different types
13 / Oct 27	Recommendation Reports	Purpose and content
14 / Nov 3	Proposals	Purpose and content
15 / Nov 10	Graded Writing	In-class writing 10%
16 / Nov 17	Review	
17 / Nov 24	Final Exam	

Teaching Methods

- **Lectures:** To introduce text purpose and structure along with grammar points.
- **Concept checking quizzes:** To test for conceptual understanding of text types.
- **Grammar Quizzes:** To test taught grammatical skills in a way congruent with assessments.
- **Writing Practice:** To inculcate skills of text reproduction.
- **Peer Feedback:** To become familiarized with the application of the writing rubric.
- **Teacher Feedback:** To scaffold progress in terms of content, structure and language applicable to text types.

4. Assessment Methods

Assessment Methods	%
Attendance	10
Graded Writing 1	10
Mid Term Exam	30
Graded Writing 2	10
Final Exam	40
Total	100

5. Textbooks and Learning Resources

- **Primary Textbook:** Technical Writing for Success, Smith-Worthington & Jefferson
- **Supplementary Resources:** PDF examples
- **Online Resources:**
 - Powerpoint Slides for All Text Types
 - Supplementary Exercise Documents

6. Learning Facilities and Resources

- **Google Classroom:** All resources available here
- **Lecture Notes System:** All lecture materials and assignments will be available on the SIIT Learning Management System and Google Classroom.

7. Policies and Guidelines

- **Attendance Policy:** Students must attend at least 70% of the lectures and labs.
- **Academic Integrity:** Plagiarism and academic misconduct will not be tolerated. Students are required to maintain academic integrity in all their work.