

Course Title	Technical and Business Writing
Course Code	GE-261
Credit Hours	3
Category	General Education
Prerequisite	
Co-Requisite	None
Follow-up	None
Course Description	Overview of technical reporting, use of library and information gathering, administering questionnaires, reviewing the gathered information; Technical exposition; topical arrangement, exemplification, definition, classification and division, causal analysis, effective exposition, technical narration, description and argumentation, persuasive strategy, Organizing information and generation solution: brainstorming, organizing material, construction of the formal outline, outlining conventions, electronic communication, generation solutions. Polishing style: paragraphs, listening sentence structure, clarity, length and order, pomposity, empty words, pompous vocabulary, document design: document structure, preamble, summaries, abstracts, table of contents, footnotes, glossaries, cross-referencing, plagiarism, citation and bibliography, glossaries, index, appendices, typesetting systems, creating the professional report; elements, mechanical elements and graphical elements. Reports: Proposals, progress reports, Leaflets, brochures, handbooks, magazines articles, research papers, feasibility reports, project reports, technical research reports, manuals and documentation, thesis. Electronic documents, Linear versus hierarchical structure documents, Business Letters; Proposals and Business Plans; Writing Proposals and Reports; Short Reports; Long Formal Reports; Specification Documents; Review of Language; Writing Technical Research Reports; Documentation and Research Citation; Job Application and Resumes.
Text Book(s)	<ol style="list-style-type: none"> 1. D. O'Hair, J. S. O'Rourke, M.J. O'Hair, Business Communication: A Framework for Success, 1st Edition, Cengage Learning, 2000, ISBN-13: 978-0324073508. 2. Herta A. Murphy, Herbert W. Hildebrandt and Jane P. Thomas, Effective Business Communication, 7th Edition, McGraw Hill India, 2008, ISBN-13: 978-0070187757. 3. Courtland L. Bovee, John V. Thill, Business Communication Today, 12th Edition, Prentice Hall, 2013, ISBN-13: 978-0132971294.
Reference Material	<ol style="list-style-type: none"> 1. J. M. Penrose, R. W. Rasberry, R. J. Myers, Advance Business Communication, 4th Edition, South-Western Publishers, 2000, ISBN-13: 978-0324037395. 2. Kitty O. Locker, Business and Administrative Communication, 11th Edition, McGraw-Hill Education, 2014, ISBN-13: 978-0073403250.