

TECHNICAL WRITING AND PRESENTATION SKILLS OF ENGLISH

(3+0 Cr. Hr.)

COURSE OBJECTIVES

The course aims to raise awareness of the conventions of written academic literacy and to help students to improve their ability to perform in all written tasks on their degree programme. More specifically the course will further develop reading and writing ability in a variety of academic registers as well as developing listening and speaking skills through lectures, seminars and presentations within a university context Enhance language skills and develop critical thinking.

COURSE CONTENTS:

- i. **Presentation skills**
- ii. **Essay writing**
 - a. Descriptive, narrative, discursive, argumentative
- iii. **Academic writing**
 - a. How to write a proposal for research paper/term paper
 - b. How to write a research paper/term paper (emphasis on style, content, language, form, clarity, consistency)
- iv. **Technical Report writing**
- v. **Progress report writing**

Note: Extensive reading is required for vocabulary building

RECOMMENDED BOOKS

1. Wallwork, A. (2016). *English for presentations at international conferences*. Springer.
2. Hyland, K. (2015). *Teaching and researching writing*. Routledge.
3. Raman, M., & Sharma, S. (2015). *Technical communication: Principles and practice*. Oxford University Press.
4. Bhatia, V. K. (2014). *Analysing genre: Language use in professional settings*. Routledge.
5. Durant, A., & Fabb, N. (2016). *How to write essays and dissertations: a guide for English literature students*. Routledge.