

**Institute of Education and Research,
University of the Punjab,
Lahore**

Program	BS Education	
Course Title: Technical Writing and Presentation Skills		Course Type: Major Course of Education
Course Code: MCEd-311	Credit Hours: 3	Duration: 16 Weeks
Introduction	The course aims to help the students increase their proficiency in –Technical writing skill by enhancing their knowledge in the subject.	
Learning Objectives	<p>After studying the course students will be able to:</p> <ol style="list-style-type: none"> 1. Analyze a variety of professional rhetorical situations and produce appropriate texts in response. 2. Identify and understand the facets and functions of primary genres of technical writing including letters, memos, reports, proposals, resume and emails. 3. Write for the intended readers of a text, and design or adapt to audiences who may differ in their familiarity with their subject matter. 4. Demonstrate improved competence in standard written English focusing on clarity, coherence and concision. 5. Improve their Oral Presentation Skills. 	
Course Content	<ol style="list-style-type: none"> 1. Why Teach Technical Writing? <ol style="list-style-type: none"> 1.1. Definition 1.2. Rationale 1.3. Technical Writing vs. Essays 1.4. Five Components of Technical Writing 2. Traits of Technical Writing <ol style="list-style-type: none"> 2.1. Clarity 2.2. Conciseness 2.3. Accessibility 2.4. Audience Recognition 2.5. Accuracy 3. Applications of Technical Writing <ol style="list-style-type: none"> 3.1. Letters 3.2. Memos 3.3. Reports 3.4. The Job Search <ol style="list-style-type: none"> 3.4.1. (Resume, Cover letter, Interviewing) 3.5. Instructions 3.6. Proposals 3.7. Newsletters 4. Organizing, Writing and Revision <ol style="list-style-type: none"> 4.1. Content Management 4.2. Methods of Development 	

	<p>4.3. Preparation 4.4. Proof Reading 4.5. Revision 4.6. Writing Draft</p> <p>5. Layout, Design and Graphics</p> <p>6. Grammar 6.1 . Parts of Speech 6.2 . Punctuation and Mechanics</p> <p>7. Presentation Skills 7.1 PowerPoint Presentations 7.2 Oral Presentation</p>
Textbook(s)	Alred, G. J., Brusaw, C. T., & Oliu, W. E. (2009). Handbook of technical writing. New York: Macmillan.
Suggested Reading	<p>Gerson, S. (2008). Writing That Works: A Teacher's Guide to Technical Writing/Steven M. Gerson. Kansas Curriculum Center Washburn University.</p> <p>Lindsell-Roberts, S. (2011). Technical writing for dummies. Indiana: John Wiley & Sons.</p> <p>Swan, M. (2005). Practical English usage. New York: Oxford Univ. Press.</p>
Teaching/Learning Strategies	<p>Lecture Discussion Cooperative Learning Class activities Applied Projects</p>
Evaluation Criteria	<p>Assignment/Project/Presentation Mid Term Final Term</p>