DEPARTMENT OF TECHNOLGY EDUCATION,IER
UNIVERSITY OF THE PUNJAB, LAHORE-PAKISTAN
Course Outline

Programme	BS Technology Education	Course Code	BSTE320	Credit Hours	3
Course Title	**Technical Writing and Presentation Skills**				

Course Introduction
This course is designed to equip students with the skills necessary for effective technical writing and presentations. It covers principles and practices of clear, concise, and structured writing, as well as techniques for delivering engaging and professional presentations. Topics include audience analysis

Learning Outcomes
On the completion of the course, the students will: 1. Understand the fundamentals of technical writing and presentation. 2. Analyze and address the needs of different audiences. 3. Develop clear, concise, and well-organized technical documents. 4. Design effective visual aids to complement written and oral communication. 5. Deliver engaging and professional presentations. 6. Use feedback to improve writing and presentation skills.

Course Content		Assignments/Readings
Week 1	**Introduction to Technical Writing and Presentation Skills** **Unit 1.1**: Overview of Technical Writing	Reflective essay on the importance of technical writing in your field
	Unit 1.2: Introduction to Presentation Skills	
Week 2	**Audience Analysis and Purpose** **Unit 2.1**: Identifying and Understanding Your Audience	Conduct an audience analysis for a technical document
	Unit 2.2: Defining the Purpose of Your Communication	
Week 3	**Writing Processes and Strategies** **Unit 3.1**: Pre-Writing and Planning	Develop an outline for a technical report
	Unit 3.2: Drafting and Revising	

Week 4	**Clarity and Conciseness in Writing** **Unit 4.1**: Principles of Clear Writing	Rewrite a given paragraph to improve clarity
	Unit 4.2: Techniques for Conciseness	
Week 5	**Document Design and Formatting** **Unit 5.1**: Principles of Document Design	Design a template for a technical report
	Unit 5.2: Using Visual Aids Effectively	
Week 6	**Unit 6.1**: Structure of Technical Reports	Write the introduction and methodology sections of a technical report
	Unit 6.2: Writing Abstracts and Executive Summaries	
Week 7	**Writing Manuals and Instructions** **Unit 7.1**: Principles of Writing Instructions	Write a set of instructions for a simple process
	Unit 7.2: Designing User Manuals	
Week 8	**Writing Proposals and Grants** **Unit 8.1**: Elements of a Proposal	Write a project proposal outline
	Unit 8.2: Writing Grant Applications	
Week 9	**Writing Scientific Papers** **Unit 9.1**: Structure of Scientific Papers	Write the results and discussion sections of a scientific paper
	Unit 9.2: Citing Sources and Avoiding Plagiarism	
Week 10	**Principles of Effective Presentations** **Unit 10.1**: Planning and Organizing Presentations	Develop an outline for a technical presentation
	Unit 10.2: Creating Engaging Visuals	
Week 11	**Public Speaking Skills** **Unit 11.1**: Overcoming Public Speaking Anxiety	Write a reflection on personal public speaking challenges and strategies to overcome them
	Unit 11.2: Techniques for Effective Delivery	
Week 12	**Advanced Presentation Techniques** **Unit 12.1**: Using Technology in Presentations	Integrate multimedia elements into a presentation
	Unit 12.2: Handling Questions and Audience Interaction	
Week 13	**Collaborative Writing and Presentations** **Unit 13.1**: Working in Teams	Collaboratively write a section of a technical report

Week 14	**Unit 13.2**: Team Presentations	
	Reviewing and Editing Technical Documents **Unit 14.1**: Peer Review and Feedback	Conduct a peer review of a classmate's document
	Unit 14.2: Editing for Grammar and Style	
Week 15	**Final Projects** **Unit 15.1**: Technical Writing Project	Prepare and deliver a final presentation on the technical writing project
	Unit 15.2: Presentation Project	
Week 16	**Course Review and Final Assessment** **Unit 16.1**: Review of Key Concepts and Themes	Final exam; Course feedback and reflections
	Unit 16.2: Comprehensive Final Exam	

Textbooks and Reading Material

1. Textbooks.

   o Technical Communication: A Practical Approach by William S. Pfeiffer and Kaye E. Adkins

2. Suggested Readings

   o The Elements of Technical Writing by Gary Blake and Robert W. Bly

Teaching Learning Strategies

1. **Lectures:** To introduce and explain key concepts and theories.
2. **Hands-on Labs:** To provide practical experience with robotics components and programming.
3. **Assignments and Projects:** To reinforce learning and encourage application of concepts in real-world scenarios.
4. **Group Discussions:** To facilitate peer learning and collaborative problem-solving

Assessment

Sr. No.	Elements	Weight age	Details
1.	Midterm Assessment	35%	Written Assessment at the mid-point of the semester.
2.	Formative Assessment	25%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, projects, practical, reflections, readings, quizzes etc.

| 3. | Final Assessment | 40% | Written Examination at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc. |