

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



<b>Program</b>	<b>Bachelor of Education (B.Ed.)</b>	
<b>Course Title:</b> Technical Writing and Presentation Skills	<b>Course Type:</b> Major Course of Education	
<b>Course Code:</b> MCEd-403	<b>Credit Hours:</b> 3	<b>Duration:</b> 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"> <li>1. Analyze a variety of professional rhetorical situations and produce appropriate texts in response.</li> <li>2. Identify and understand the facets and functions of primary genres of technical writing including letters, memos, reports, proposals, resume and emails.</li> <li>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.</li> <li>4. Demonstrate improved competence in standard written English focusing on clarity, coherence and concision.</li> <li>5. Improve their Oral Presentation Skills.</li> </ol>	
Course Content	<ol style="list-style-type: none"> <li><b>1. Why Teach Technical Writing?</b> <ol style="list-style-type: none"> <li>1.1. Definition</li> <li>1.2. Rationale</li> <li>1.3. Technical Writing vs. Essays</li> <li>1.4. Five Components of Technical Writing</li> </ol> </li> <li><b>2. Traits of Technical Writing</b> <ol style="list-style-type: none"> <li>2.1. Clarity</li> <li>2.2. Conciseness</li> <li>2.3. Accessibility</li> <li>2.4. Audience Recognition</li> <li>2.5. Accuracy</li> </ol> </li> <li><b>3. Applications of Technical Writing</b> <ol style="list-style-type: none"> <li>3.1. Letters</li> <li>3.2. Memos</li> <li>3.3. Reports</li> <li>3.4. The Job Search               <ol style="list-style-type: none"> <li>3.4.1. (Resume, Cover letter, Interviewing)</li> </ol> </li> <li>3.5. Instructions</li> <li>3.6. Proposals</li> <li>3.7. Newsletters</li> </ol> </li> <li><b>4. Organizing, Writing and Revision</b> <ol style="list-style-type: none"> <li>4.1. Content Management</li> <li>4.2. Methods of Development</li> </ol> </li> </ol>	

	<p>4.3. Preparation  4.4. Proof Reading  4.5. Revision  4.6. Writing Draft</p> <p><b>5. Layout, Design and Graphics</b></p> <p><b>6. Grammar</b>  6.1 . Parts of Speech  6.2 . Punctuation and Mechanics</p> <p><b>7. Presentation Skills</b>  7.1 PowerPoint Presentations  7.2 Oral Presentation</p>						
Text Book(s)	Alred, G. J., Brusaw, C. T., & Oliu, W. E. (2009). Handbook of technical writing. New York: Macmillan.						
Suggested Reading	Gerson, S. (2008). Writing That Works: A Teacher's Guide to Technical Writing/Steven M. Gerson. Kansas Curriculum Center Washburn University. Lindsell-Roberts, S. (2011). Technical writing for dummies. Indiana: John Wiley & Sons. Swan, M. (2005). Practical English usage. New York: Oxford Univ. Press.						
Teaching/Learning Strategies	Lecture Discussion Cooperative Learning Class activities Applied Projects						
Evaluation Criteria	<table> <tr> <td>Assignment/Project/Presentation</td> <td>25%</td> </tr> <tr> <td>Mid Term</td> <td>35%</td> </tr> <tr> <td>Final Term</td> <td>40%</td> </tr> </table>	Assignment/Project/Presentation	25%	Mid Term	35%	Final Term	40%
Assignment/Project/Presentation	25%						
Mid Term	35%						
Final Term	40%						