



## **B.Ed(4 Years) Elementary Education**

Code	Subject Title	Cr. Hrs	Semester
EDE- 327	Technical Writing and Presentation Skills	3	7
Year	Discipline		
4	Elementary Education		

### **Aims**

This course acts as a foundation for the following semesters. The course aims to help the students increase their proficiency in Technical writing skill by enhancing their knowledge in the subject.

### **Objectives**

Upon successful completion of this course, students will be able to:

- Analyze a variety of professional rhetorical situations and produce appropriate texts in response.
- Identify and understand the facets and functions of primary genres of technical writing including letters, memos, reports, proposals, resume and emails.
- Write for the intended readers of a text, and design or adapt to audiences who may differ in their familiarity with their subject matter.
- Demonstrate improved competence in standard written English focusing on clarity, coherence and concision.
- Improve their Oral Presentation Skills.

### **Syllabus**

#### **1. Why Teach Technical Writing?**

- 1.1. Definition
- 1.2. Rationale
- 1.3. Technical Writing vs. Essays
- 1.4. Five Components of Technical Writing

#### **2. Traits of Technical Writing**

- 2.1. Clarity
- 2.2. Conciseness
- 2.3. Accessibility
- 2.4. Audience Recognition
- 2.5. Accuracy

#### **3. Applications of Technical Writing**

- 3.1. Letters
- 3.2. Memos
- 3.3. Reports
- 3.4. The Job Search
  - 3.4.1. (Resume, Cover letter, Interviewing)
- 3.5. Instructions
- 3.6. Proposals
- 3.7. Newsletters

#### **4. Organizing, Writing and Revision**

- 4.1. Content Management
- 4.2. Methods of Development
- 4.3. Preparation
- 4.4. Proof Reading
- 4.5. Revision
- 4.6. Writing Draft

## **5. Layout, Design and Graphics**

## **6. Grammar**

6.1 . Parts of Speech

6.2 . Punctuation and Mechanics

## **7. Presentation Skills**

7.1 PowerPoint Presentations

7.2 Oral Presentation

### **Text Books**

- Alred, G. J., Brusaw, C. T., & Oliu, W. E. (2009). *Handbook of technical writing*. New York: Macmillan.

### **Reference Material**

- 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.