

**Department of Mining, Petroleum and Metallurgical Engineering**

**Cairo University  
Faculty of Engineering**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Course Specifications** | | | | | | | | | | | | | | | | | | | |
| **Program(s) on which this course is given:** | | | | | | | Materials and Metallurgical Engineering | | | | | | | | | | | | |
| **Major or Minor element of programs:** | | | | | | | Major | | | | | | | | | | | | |
| **Department offering the program:** | | | | | | | Department of Mining, Petroleum and Metallurgical Engineering | | | | | | | | | | | | |
| **Department offering the course:** | | | | | | | Department of Mining, Petroleum and Metallurgical Engineering | | | | | | | | | | | | |
| **Academic year / Level:** | | | | | | | Year | | | | | | | | | | | | |
| **Date of original/modified specification approval:** | | | | | | | 2007 | | | | | | | | | | | | |
| **Semester of course offering:** | | | | | | | S1 | | | | | | | | | | | | |
| **A- Basic Information** | | | | | | | | | | | | | | | | | | | |
| **1.a. Title:** | **Technical English and report writing** | | | | | | | | | | **1.b. Code:** | | | | **GEN 201A** | | | | |
| **2. Units/Credit hours per week:** | | 2.a. Lectures | | | | 2 | | 2.b. Tutorial | | | | 0 | | 2.c. Practical | | |  | 2.d. Total | 2 |
| **B- Professional Information** | | | | | | | | | | | | | | | | | | | |
| **1. Overall Aims of the Course:** | | | | The aims of this course are to provide science and engineering students with a comprehensive review of the necessary elements of grammatical and writing integrity fundamentals. | | | | | | | | | | | | | | | |
| **2. Intended Learning Outcomes of Course (ILOs):** | | | | **a) Knowledge and Understanding** | | | | | | | | | | | | | | | |
| 1. Principles of technical writing and communication. | | | | | | | | | | | | | | | |
| **b) Intellectual Skills** | | | | | | | | | | | | | | | |
| 2. Exchange different ideas, views, and knowledge from a range of sources in topics related to the discipline. | | | | | | | | | | | | | | | |
| **c) Practical Skills** | | | | | | | | | | | | | | | |
| 3.. Prepare and present technical reports observing ethical aspects and using proper referencing and citation. | | | | | | | | | | | | | | | |
| **d) Transferable Skills** | | | | | | | | | | | | | | | |
| 4.: Communicate and collaborate effectively within a multidisciplinary team. | | | | | | | | | | | | | | | |
| **3. Contents** | | | | | | | | | | | | | | | | | | | |
| **Topic** | | | | | | | | | | | | | **Total hours** | | | **Lectures** | | **Tutorial/ Practical** | |
| Review of the basics of English Writing | | | | | | | | | | | | |  | | | 1 | |  | |
| basics of the verbs, model verbs | | | | | | | | | | | | |  | | | 2 | |  | |
| Relative clauses and articles | | | | | | | | | | | | |  | | | 2 | |  | |
| Punctuation marks, writing numbers,  quantities, | | | | | | | | | | | | |  | | | 2 | |  | |
| Practice on reading scientific articles and writing summaries | | | | | | | | | | | | |  | | | 2 | |  | |
| Introductions, conclusions. References, graphs and tables. | | | | | | | | | | | | |  | | | 3 | |  | |
|  | | | | | | | | | | | | |  | | |  | |  | |
| **4. Teaching and Learning Methods** | | | | | Lectures | | | | Practical Training/ Laboratory | | | | | | | | | Seminar/Workshop | |
| Class Activity | | | | Case Study | | | | | | | | | Projects | |
| E-learning | | | | Assignments /Homework | | | | | | | | | Other: | |
| **5. Student Assessment Methods** | | | | | | | | | | | | | | | | | | | |
| **5.a. Method** | | | | | | | | | | **To assess (with reference to the ILOs)** | | | | | | | | | |
| - Assessment 1; Home work | | | | | | | | | |  | | | | | | | | | |
| - Assessment 2; Class Activity | | | | | | | | | | C6, D2 | | | | | | | | | |
| - Assessment 3; Project (Report) | | | | | | | | | | C6, D2 | | | | | | | | | |
| - Assessment 4; Mid-term exam | | | | | | | | | | A2, B4 | | | | | | | | | |
| - Assessment 5; Oral exam/ presentation | | | | | | | | | |  | | | | | | | | | |
| - Assessment 6; Final Exam | | | | | | | | | | A2, B4 | | | | | | | | | |
| **5.b. Assessment Schedule** | | | | | | | | | | **Week** | | | | | | | | | |
| - Assessment 1; Home work | | | | | | | | | |  | | | | | | | | | |
| - Assessment 2; Class Activity | | | | | | | | | | 6-7 | | | | | | | | | |
| - Assessment 3; Project(Report) | | | | | | | | | | 10-12 | | | | | | | | | |
| - Assessment 4; Mid-term exam | | | | | | | | | | 8 | | | | | | | | | |
| - Assessment 5; Oral exam/ presentation | | | | | | | | | |  | | | | | | | | | |
| - Assessment 6; Final Exam | | | | | | | | | | End of Term | | | | | | | | | |
| **5.c. Weighting of Assessments** | | | | | | | | | | | | | | | | | | | |
| - Assessment 1; Home work | | | | | | | | | |  | | | | | | | | | |
| - Assessment 2; Class Activity | | | | | | | | | | 10% | | | | | | | | | |
| - Assessment 3; Project (Report) | | | | | | | | | | 10% | | | | | | | | | |
| - Assessment 4; Mid-term exam | | | | | | | | | | 10% | | | | | | | | | |
| - Assessment 5; Oral exam/ presentation | | | | | | | | | |  | | | | | | | | | |
| - Assessment 6; Final Exam | | | | | | | | | | 70% | | | | | | | | | |
| -Total | | | | | | | | | | 100% | | | | | | | | | |
| **6. List of References** | | | | | | | | | | | | | | | | | | | |
| 6.a. Course Notes | | | | | | | | | | | | | | | | | | | |
| 6.b. Essential Books (Text Books) | | | | | | | | | | | | | | | | | | | |
| * Suggested by the Academic Advisor   Arthur Waldhorn & Arthur Zeiger; English Made Simple, William Heinemann Ltd, 1981.  Articles from Institute of Materials published in “Materials World Journal”. | | | | | | | | | | | | | | | | | | | |
| 6.c. Recommended Books. | | | | | | | | | | | | | | | | | | | |
| * Suggested by the Academic Advisor | | | | | | | | | | | | | | | | | | | |
| 6.d. Periodicals, Web Sites, … etc: N/A | | | | | | | | | | | | | | | | | | | |
| **7. Facilities Required for Teaching and Learning** | | | | | | | | | | | | | | | | | | | |
| - Small group of students. | | | | | | | | | | | | | | | | | | | |
| - Up-to-date references in library. | | | | | | | | | | | | | | | | | | | |
| **Course Coordinator:** | | | **Prof. Dr. F. Khalaf/ I El-Mahallawi** | | | | | | | | | | | | | | | | |
| **Head of Department:** | | | **Prof. Dr. ElSayed ElBana** | | | | | | | | | | | | | | | | |
| **Date:** | | | **Dec 2014** | | | | | | | | | | | | | | | | |

