

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

**Cairo University  
Faculty of Engineering**

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| **Course Specifications** | | | | | | | | | | | | | | | | | |
| **Program(s) on which this course is given:** | | | | | | | Materials and Metallurgical Engineering | | | | | | | | | | |
| **Department offering the program:** | | | | | | | Department of Mining, Petroleum and Metallurgical Engineering | | | | | | | | | | |
| **Department offering the course:** | | | | | | | Department of Mining, Petroleum and Metallurgical Engineering | | | | | | | | | | |
| **Academic Level:** | | | | | | | 2nd year | | | | | | | | | | |
| **Date** | | | | | | | 2014 | | | | | | | | | | |
| **Semester (based on final exam timing)** | | | | | | | Fall ● Spring | | | | | | | | | | |
| **A- Basic Information** | | | | | | | | | | | | | | | | | |
| **1. Title:** | **Technical English and report writing** | | | | | | | | | **Code:** | | | **GEN 202 (B)** | | | | |
| **2. Units/Credit hours per week:** | | Lectures | | | 2 | | | Tutorial | | | 0 | Practical | | **0** | | Total | 2 |
| **B- Professional Information** | | | | | | | | | | | | | | | | | |
| **1. Course description:** | | | | The course aims at developing the writing skills for science and engineering students. | | | | | | | | | | | | | |
| **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) Professional and Practical Skills** | | | | | | | | | | | | | |
| 3. Prepare and present technical reports observing ethical aspects and using proper referencing and citation | | | | | | | | | | | | | |
| **d) General and Transferable Skills** | | | | | | | | | | | | | |
| 4. Communicate and collaborate effectively within a multidisciplinary team. | | | | | | | | | | | | | |
| **3. Contents** | | | | | | | | | | | | | | | | | |
| **Topic** | | | | | | **Total hours** | | | **Lectures hours** | | | | | | **Tutorial/ Practical hours** | | |
| Review of grammatical errors and style errors | | | | | |  | | | 1 | | | | | |  | | |
| Effective sentences | | | | | |  | | | 2 | | | | | |  | | |
| Effective paragraphs | | | | | |  | | | 2 | | | | | |  | | |
| Topic sentence | | | | | |  | | | 2 | | | | | |  | | |
| Practice on reading scientific articles and extracting topic sentences | | | | | |  | | | 2 | | | | | |  | | |
| Writing process: ways to begin, introduction, conclusions-references | | | | | |  | | | 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** | | | | | | | | | | | | | | | | | |
| * **Assessment Schedule** | | | | | | | | | **Week** | | | | | | | | |
| -Assessment 1; Class test | | | | | | | | | 6, 7 | | | | | | | | |
| -Assessment 2; Project Assignment | | | | | | | | | 10, 12 | | | | | | | | |
| -Assessment 3; Presentations | | | | | | | | |  | | | | | | | | |
| -Assessment 3; Midterm Exam | | | | | | | | | 8 | | | | | | | | |
| -Assessment 4; Final Exam | | | | | | | | | End of term | | | | | | | | |
| * **Weighting of Assessments** | | | | | | | | | | | | | | | | | |
| -Mid-Term Examination | | | | | | | | | 10% | | | | | | | | |
| -Final-term Examination | | | | | | | | | 70% | | | | | | | | |
| -Project | | | | | | | | | 5% | | | | | | | | |
| -Class Tests and assignments | | | | | | | | | 10% | | | | | | | | |
| -Presentation | | | | | | | | | 5% | | | | | | | | |
| -Total | | | | | | | | | 100% | | | | | | | | |
| **6. List of References** | | | | | | | | | | | | | | | | | |
| 6.a. Course Notes | | | | | | | | | | | | | | | | | |
| 6.b. Essential Books (Text Books) | | | | | | | | | | | | | | | | | |
| * Suggested by the Academic Advisor | | | | | | | | | | | | | | | | | |
| 6.c. Recommended Books. | | | | | | | | | | | | | | | | | |
| Suggested by the Academic Advisor   * **Leo Finkelstein, "Pocket Book of Technical Writing ", McGraw-Hill Science/Engineering/Math, ISBN: 0072468491 (2004)** * **Gerson, Sharon J. and Gerson, Steven M, "Technical Writing Process and Product", Prentice Hall, ISBN: 0131196642 (2005)** | | | | | | | | | | | | | | | | | |
| 6.d. Periodicals, Web Sites, … etc: N/A  Journal of Materials World. | | | | | | | | | | | | | | | | | |
| **7. Facilities Required for Teaching and Learning** | | | | | | | | | | | | | | | | | |
| - Small group of students. | | | | | | | | | | | | | | | | | |
| - Up-to-date references in library. | | | | | | | | | | | | | | | | | |
| **Course Coordinator:** | | | **Prof. Dr. I El-Mahallawi** | | | | | | | | | | | | | | |
| **Head of Department:** | | | **Prof. Dr. E. M. Elbana** | | | | | | | | | | | | | | |

