

**Department of Electronics and Electrical Communications
Engineering**

**Cairo University
Faculty of Engineering**

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| Course Specifications |
| Program(s) on which this course is given: | Professional Master Program in Electrical & Telecommunications |
| Department offering the program: | Electronic and Electrical Communication Engineering  |
| Department offering the course: | Electronic and Electrical Communication Engineering |
| Academic Level: | Master degree |
| Date  | Sep. 2016 – Dec. 2016 |
| Semester (based on final exam timing) |  Fall Spring |
| A- Basic Information |
| 1. Title: | Communication and technical Writing | Code: |  |
| 2. Units/Credit hours per week:  | Lectures | 2 | Tutorial |  | Practical | 1 | Total | 3 |
| B- Professional Information |
| 1. Course description: | - learning the importance and role of communication skills in dealing with others, in the success of career life and in enhancing professional image.- learning Johari window model to understand and build trust with others and using feedback.- Using perception in reading and writing about persons, objects, and situation and interpret documents and images. - Describing the Communication process which is simply the act of transferring information from one place to another, whether this be vocally (using voice), written (using printed or digital media such as books, magazines, websites or emails), visually (using logos, maps, charts or graphs) or non-verbally (using body language, gestures and the tone and pitch of voice). - Learning how well information can be transmitted and received understandably is a measure of how good our communication skills are. -Describing different communication style, which they are going to deal with, and how to handle them.- Active listening and types of listeners.- Demonstrate the ability to: speak appropriately with a wide variety of people while maintaining good eye contact to present their ideas in work done, - Demonstrate a varied vocabulary and tailored language to different types of audience, - write clearly and concisely different types of technical reports such as executive summary, abstract, introduction and whole technical report in addition to different types of short reports like progress report, status report, proposals , feasibility reports, annual reports, trip report , incident report, activity report and others. -Develop necessary all types of business writing like memo, letter, e-mail, vision, mission, agenda and minutes of meeting.- Business writing with formal and informal English language.- How to give Effective Presentation and use body language |
| 2. Intended Learning Outcomes of Course (ILOs): | a) Knowledge and Understanding |
| 1. Learning how to communicate effectively and writing proper reports
2. Learn how to write paragraphs and sentences.
3. Writing technical reports
4. Writing short reports like progress reports, activity report, periodic reports, feasibility reports, and proposals
5. Learning business writing like letters, e-mails, memos, vision, mission, cv and minutes of meetings
6. Learning how to present the work done and the rules of presentation
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| b) Intellectual Skills |
| -Gain knowledge and learn how to analyze, synthesize, or evaluate something.- Give constructive positive feedback and dealing with hostile criticism.- Developing Report writing techniques and organization- |Developing Business writing techniques- Using perception and analysis the hidden message of documents- Knowing and understanding the steps of communication skills and the process of public speaking.- Knowing and understanding how to write a technical reports, short reports, and business writing such as (CVs, letters, memos, and E-mails).- Having the skills of collaborating together and working under stress to present their work. - Getting the skills of verbal, nonverbal and written communication.- Getting the self-confidence of speaking in front of the public.-Gain ability to identify, formulate, different types technical writing according to audience -understanding of professional and ethical writing and ability to communicate effectively |
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| c) Professional and Practical Skills |
| * Illustrate some of the major principles of business communication and the preparation of business reports.
* Examine the general purposes and essential features of a report and stress the benefits of effective report writing. Emphasis is placed on the customary form a business report should take and the format, content, and purpose of its component parts.
* Shows illustrations of practical reports and the problems will provide the opportunity for students to develop and sharpen their communication skills.
* Explain how technical writing differs from academic writing.
* Explain the key elements of technical writing.
* Define technical writing
* Show how technical writing is important to professionals in a wide range of fields.
* Show students some samples of technical writing.
* Explore the meaning of the term technical to indicate the broad application of technical writing.
* Explain the role that communication plays within an organization.
* Explain the importance of good communication skills in career and professional life.
* Identify the foundations of technical writing.
* Identify the qualities of good technical writing.
* Rule of presenting work done properly.
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| d) General and Transferable Skills |
|  Communicate effectively through all channelsWriting all types of reports\Presenting work done |
| 3. Contents |
| Topic | Total hours | Lectures hours | Tutorial/ Practical hours |
| Communication process and barriers  | 42 | 6 | 3 |
| Active listening and perception |  | 3 | 3 |
| Technical Reports and concise report  |  | 6 | 3 |
| Business writing  |  | 6 | 3 |
| Presentation skills  |  | 6 | 3 |
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| 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  | Every week  |
| -Assessment 2; Project Assignment  | Every week |
| -Assessment 3; Presentations  | 10th, week |
| -Assessment 3; Midterm Exam | 8th, week |
| -Assessment 4; Final Exam | 14th, week |
| * Weighting of Assessments
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| -Mid-Term Examination | 20% (Submitting a report) |
| -Final-term Examination  | 40% (Written Exam) |
| -Project/attendance and participation | 5% |
| -Class Test/ assignment/quizzes  | 20% |
| -Presentation/  | 15% (How to present work done in report) |
| -Total | 100% |
| 6. List of References |
| * Manager’s Guide to Business writing by Suzanne Sparks Fitzgerald.
* van Emden J. Effective communication for Science and Technology (Palgrave 2001)
* Pfeiffer W.S. Pocket Guide to Technical Writing (Prentice Hall 1998)
* Eisenberg A. Effective Technical Communication (McGraw-Hill 1992)
* O'Connor M (1991) Writing successfully in science (London: Chapman Hall)

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| 7. Facilities Required for Teaching and Learning |
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| Course Coordinator: |  |
| Head of Department:  | Prof. Dr. Osman Lotfy |

