

Course Syllabus—Report Writing (ENGL2013)

Prerequisite:	Completion of ENGL1012 Literature Reviews
QFEmirates Level	5,6
Course Description:	This course enables learners to refine their writing skills in the genre of report writing through an online learning approach. Students will learn about key principles of report writing through a mixture of synchronous and asynchronous classes and workshops.
Instructor:	TBA
Class & Office hours:	This an online course, meaning there are few synchronous class times. Students are required to complete weekly tasks and assignments by due dates set by the instructor. Failure to do so will result in FA grade being awarded. Students are also required to attend several synchronous sessions throughout the semester. These are to be conducted via Blackboard Collaborate.
Schedule & Duration:	15 weeks plus examination week. 1 credit hour Semester hours include 19 hrs asynchronous sessions + 16 hrs synchronous sessions + 15 hrs assessments (out of class)

Attendance Policy

Due to the online nature of the course, there are few synchronous classes meaning attendance will not be taken based on students' presence in the classroom. Instead, students' engagement and participation with course materials and activities will be tracked using the retention-tracking features in Blackboard. This includes all aspects of the course: weekly lectures, practice activities, assignments and reflection tasks.

Students failing to complete 15% of the course activities will be awarded Absent Fail.

Plagiarism Policy

In line with Abu Dhabi Polytechnic's assessment policy, students' submissions to the course will be checked for Plagiarism using the Blackboard Safe Assign feature.

Course Objectives:

The overall objective of this course is to equip students with the necessary thought processes and language and composition skills to construct a variety of reports for technical audiences.

Text Book:

Gerson, S. & Gerson, S. (2017). *Technical communication: process and product*. (9th Ed.). New Jersey: Prentice Hall.

Course Learning Outcomes (CLOs):

At the end of the course, the students should be able to:

- CLO1.** Write reports according to accepted style guides
- CLO2.** Distinguish between different audience types and construct texts that suit their needs
- CLO3.** Understand the writing process and develop well-structured and meaningful written reports
- CLO4.** Utilize different styles of writing to suit desired report objectives
- CLO5.** Apply document design techniques to ease access for readers
- CLO6.** Use visual aids appropriately to support the presentation of information

Course Topics (CTs):

- CT1.** Writing reports
- CT2.** Recognizing different audience types
- CT3.** Writing process
- CT4.** Writing styles
- CT5.** Document design
- CT6.** Visual aids

Table 1: Relation to Course Learning Outcomes (CLOs) to Students Learning Outcomes (SLOs*)

	SLO1*	SLO2	SLO3	SLO4	SLO5
CLO1	0	0	H	0	0
CLO2	0	0	H	0	0
CLO3	0	0	H	0	0
CLO4	0	0	H	0	0
CLO5	0	0	H	0	0
CLO6	0	0	H	0	0

H: High M: Moderate L: Low

*SLOs correspond to the ABET Engineering Technology Accreditation 1-5 Student Outcomes.

Table 2: CLOs to SLOs for aviation programs only (Al Ain campus).**

	SLOa	SLOb	SLOc	SLOd	SLOe	SLOf	SLOg	SLOh	SLOi	SLOj	SLOk
CLO1	0	0	0	0	H	0	0	0	0	0	0
CLO2	0	0	0	0	H	0	0	0	0	0	0
CLO3	0	0	0	0	H	0	0	0	0	0	0
CLO4	0	0	0	0	H	0	0	0	0	0	0
CLO5	0	0	0	0	H	0	0	0	0	0	0
CLO6	0	0	0	0	H	0	0	0	0	0	0

****Aviation Programs SLOs (Diploma a-h & Higher Diploma a-k).**

Table 3: Relation to Course Learning Outcomes (CLOs) to Course Topics (CT)

	SLO1*	SLO2	SLO3	SLO4	SLO5	
CLO1	H	0	0	0	0	0
CLO2	0	H	0	0	0	0
CLO3	0	0	H	0	0	0
CLO4	0	0	0	H	0	0
CLO5	0	0	0	0	H	0
CLO6	0	0	0	0	0	H

H: High

M: Moderate

L: Low

Table 4: Assessments and Associated CLOs

	HW 1	HW 2	HW 3	HW 4	HW 5	P1	P2	P3	Portfolio	Midterm exam	Final exam
CLO1	✓	✓			✓		✓		✓	✓	✓
CLO2	✓					✓			✓	✓	✓
CLO3				✓		✓	✓		✓	✓	✓
CLO4		✓			✓			✓	✓		✓
CLO5			✓	✓				✓	✓		✓
CLO6			✓					✓	✓		✓

Assessments: Assignments, Writing Portfolio, Mid Term and Final Exam

Grading policy:

Assignments	20%
Writing Portfolio	20%
Mid Term Exam	30%
Final Exam	30%
Total	100%

Week-by-Week Teaching Plan

Wk	Topic	Mode	Content and Student Activities	Assessment Activities
1	Introduction	Asynchronous (2 hrs)	Introduction to the course and syllabus. Blackboard Orientation and System Check.	N/A
2	Understanding your audience	Asynchronous (2 hrs)	Online lecture: Understanding audience needs & defining terms Task: Defining audiences, simplifying technical language	Assignment 1: Defining audiences
3	Writing process	Asynchronous (1 hr)	Online Lecture: Introduction to the Writing process Reading: Writing style & style guides and follow-up comprehension activities	
		Synchronous (2 hrs)	Student Teacher Conference 1: Introduction to Portfolio	
4	Writing style & descriptive writing	Asynchronous (2 hrs)	Online lecture: Writing a technical description Task: Writing style exercises	Assignment 2: Writing a technical description
5	Editing	Asynchronous (1 hr)	Online lecture: Usability testing, Editing texts and Proofreading Task: Editing a descriptive text	Portfolio Initial Reflection
		Synchronous (2 hrs)	Student-Teacher Conference 2: Portfolio Artefacts	
6	Expository writing	Asynchronous (2 hrs)	Online lecture: Writing an expository text e.g. instructions Task: Writing a process exercise	Assignment 3: Writing an expository text

7	Expository writing	Asynchronous (1 hr)	Online lecture: Effective introduction and conclusion for instructions Task: Writing an Introduction and Conclusion	Portfolio Artefact 1
		Synchronous (2 hrs)	Student Teacher conferences 3: Self and Peer Evaluation	
8	Mid Term Exam (1 hr.)			
9	Document Design	Asynchronous (1 hr)	Online lecture: Elements of document design and visual aids Task: Document Design exercise	Assignment 4: Document Design Task
		Synchronous (2 hrs)	Student Teacher conferences 4: Reflection on artefacts	
10	Formal Reports	Asynchronous (2 hrs)	Online lecture: Elements of a formal report Task: Using active & passive voice in reports	Portfolio Artefact 2
11	Formal Reports	Asynchronous (1 hr)	Online lecture: Difference between recommendation, feasibility, proposal reports Task: Using visuals in formal reports	Portfolio Artefact 3
		Synchronous (2 hrs)	Student Teacher conferences 5: Assembly of portfolio	
12	Persuasive Report	Asynchronous (2 hrs)	Online Lecture: Writing a persuasive report Task: Analysing and using realistic criteria	Assignment 5: Persuasive Text
13	Persuasive Report	Asynchronous (2 hrs)	Online lecture: Tips for writing persuasively Task: Using persuasive language	N/A
14	Persuasive Report	Synchronous (2 hrs)	Online Lecture: Editing a formal report Task: Peer editing	Portfolio Due
15	Review	Synchronous (1 hrs)	Course Review	N/A
16	Final Exam (2 hrs.)			