Course Syllabus

Course Title: GEN5001: Technical Writing Essentials for Engineers

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Office hours: 3-5 pm, Friday (by appointment)

1. Course Description

Technical Writing Essentials for Engineers is a course designed to assist students in developing their writing skills for continuing their studies, communicating with their colleagues, and sharing their work with a wider audience. In the class, students will deal with the theoretical foundations of technical writing and engage in guided practice activities. After the class students will have a chance to delve into the essentials of technical writing by completing independent writing assignments on their own or with their peers.

2. Basic Information

Course Academic Level: Master-level

MSc program: Mechatronics and Robotics

Course Semester: 1st Semester

Number of ECTS credits: 5

Course Prerequisites: Students should have a B2 level of proficiency according to the Common European Framework of Reference for Languages.

Type of Assessment: Graded

Mode of study: Full-time

Mapping from grades to percentage:

Letter Grade	Numeric Value (GPA)	100-point Scale
A	4.0	93-100
A-	3.7	90-92
B+	3.3	87-89
B	3.0	83-86
B-	2.7	80-82
C+	2.3	77-79
C	2.0	73-76
C-	1.7	70-72
D+	1.3	67-69
D	1.0	63-66
D-	0.7	60-62
F	0.0	<60

3. Course Content

Includes lesson topics and the corresponding chapters from the textbooks for each week.

№ of week	Topic
Wk. 1	Introduction: Objectives, Structure of the Course, Requirements, Pre-assessment
Wk. 2	What is Technical Writing? Technical Writing vs. Academic Writing
Wk. 3	Characteristics of Effective Technical Writing
Wk. 4	Strategies, Formatting, Figures and Tables

Wk. 5	Sentence and Clause. Passive Voice
Wk. 6	Paragraph Structure. Linking Words and Phrases
Wk. 7	Composing a Text
Wk. 8	Paraphrasing and Summarizing. Thesaurus. Collocations
Wk. 9	Referencing
Wk. 10	Midterm
Wk. 11	Email: Planning, Writing, and Sending
Wk. 12-13	Reports
Wk. 14-15	Proposals
Wk. 16	Ethics, Accessibility, and Global Considerations in Technical Writing
Wk. 17	Final Exam: Technical Report

4. Learning Outcomes

- Students will list characteristics of technical writing.
- Students will differentiate between technical writing and other styles.
- Students will format a text in accordance with technical writing conventions.
- Students will write an email by analyzing the audience and identifying the purpose to effectively communicate with diverse readers.
- Students will create a proposal that clearly defines the problem and offers a plausible solution.
- Students will produce a technical report that meets all the professional requirements.
- Students will collaborate to plan, revise, and edit each other's work.

5. Assignments and Grading

Assignment Type	% of Final Course Grade
Active Participation	10
Homework Assignments	30
Midterm Exam	25
Final Exam	35

6. Assessment Criteria

Active Participation is crucial for your learning experience in this course. It is not just about attending classes; it is about being fully present and engaged. Active participation enhances

your understanding of the material and fosters a dynamic and collaborative learning environment.

Homework Assignments are to be turned in before the next class or the date specified by the instructor. Late submissions are accepted, however, for each day that an assignment is submitted late, 5 points will be deducted from the total score of that assignment. This deduction applies for every 24-hour period after the deadline, including weekends and holidays.

The Midterm Exam covers previously studied topics. The first part consists of theoretical questions. The second part involves producing a text that adheres to all the guidelines we covered in class. More details will be provided prior to the midterm exam.

The Final Exam has to be submitted in the form of a technical report. Students can choose the topic themselves. The technical report should follow all the guidelines, rules, and format discussed during the semester. All the criteria will be shared in due course.

7. Textbooks and Internet Resources

Required Textbooks:

1) Hamlin, A., Rubio, C., & DeSilva, M. (2017). *Technical Writing*. Open Oregon Educational Resources.
2) Last, S., Neveu, C., Smith, M., & Nielsen, D. (2019). *Technical Writing Essentials: Introduction to Professional Communications in the Technical Fields*. BCcampus.
3) Oshima, A., & Hogue, A. (2006). *Writing Academic English* (4th ed.). Pearson Longman.

Recommended Textbooks:

1) Swales, J. M., & Feak, C. B. (2012). *Academic Writing for Graduate Students: Essential Tasks and Skills*. University of Michigan Press.

8. Facilities

Required Course Materials (software or equipment): Laptop/PC, projector, speakers
Optional:

9. Additional Notes