

A- Basic Information

Course Title: Technical Report Writing  
Code: GEN191
Lecture:               Tutorial: 2
Practical: Total: 2

Program on which the course is given: B.Sc. Mechanical Engineering (Productions)
Major or minor element of program: Major
Department offering the program: Mechanical Engineering Department
Department offering the course: Mechanical Engineering Department
Academic year / level: First Year / Second Semester
Date of specifications approval: 10/5/2006

B- Professional Information

1- Overall aims of course:
   This decision aims to give students presentation skills and report writing

2- Intended learning outcomes of course (ILOs)
   By completion of the course, the student should be able to:

   a- Knowledge and Understanding
      a.2) Basics of information and communication technology (ICT).
      a.3) Characteristics of engineering materials related to discipline.

   b- Intellectual Skills
      b.1) Select appropriate mathematical and computer-based methods for modeling and analyzing problems.
      b.5) Assess and evaluate the characteristics and performance of components, systems and processes.
      b.8) Select and appraise appropriate ICT tools to a variety of engineering problems.

   c- Professional and Practical Skills
      c.3) Create and/or re-design a process, component or system, and carry out specialized engineering designs.
      c.6) Use a wide range of analytical tools, techniques, equipment, and software packages pertaining to the discipline and develop required computer programs.

   d- General and Transferable Skills
      d.1) Collaborate effectively within multidisciplinary team.
      d.2) Work in stressful environment and within constraints.
      d.3) Communicate effectively
      d.6) Effectively manage tasks, time, and resources.

3- Contents
COURSE SPECIFICATIONS (2010-2011)

Benha University  Faculty of Engineering at Shobra  Mechanical Engineering Department

<table>
<thead>
<tr>
<th>Topic No.</th>
<th>Topic</th>
<th>Weeks</th>
<th>ILO’s</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1. Review of the English grammar.</td>
<td>5</td>
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<tr>
<td>2</td>
<td>2. Systems of writing articles and Technical reports.</td>
<td>5</td>
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<tr>
<td>3</td>
<td>3. Translate the English Technical articles to Arabic language.</td>
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<td>4</td>
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<td><strong>Total</strong></td>
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<td>14 weeks</td>
<td>28 hours</td>
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4- Teaching and Learning Methods
Lectures
Practical training / laboratory
Seminar / workshop
Class activity
Case study
Assignments / homework

5- Student Assessment Methods
Assignments to assess knowledge and intellectual skills.
Quiz to assess knowledge, intellectual and professional skills.
Mid-term exam to assess knowledge, intellectual, professional and general skills.
Oral exam to assess knowledge and intellectual skills.
Final exam to assess knowledge, intellectual, professional and general skills.

Assessment Schedule
Assessment 1 on weeks 2, 5, 9, 11
Assessment 2 Quizzes on weeks 4, 6, 10, 12
Assessment 3 Mid-term exam on week 8
Assessment 4 Oral Exam on week 14
Assessment 5 Final exam on week 15

Weighting of Assessments
05% Home assignments
05% Quizzes
10% Mid-term examination
20% Oral examination
60% Final-term examination
100% Total

6- List of References
Course notes
Course notes prepared by instructor.
**COURSE SPECIFICATIONS (2010-2011)**

**Benha University**  
Faculty of Engineering at Shobra  
Mechanical Engineering Department

<table>
<thead>
<tr>
<th>Essential books</th>
<th>Recommended books</th>
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<tbody>
<tr>
<td>7- <strong>Facilities required for teaching and learning</strong></td>
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<tr>
<td>Lecture room equipped with overhead projector</td>
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<tr>
<td>Presentation board, computer and data show</td>
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<tr>
<td>Laboratory</td>
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**Course coordinator:**  Prof. Dr. Maher Higazzy  
**Course instructor:**  Dr. Sameh Shauke Habib  
**Head of Department:**  Prof. Dr. Maher Hegazy  
**Date:**  December 5, 2011