

Technical Writing 104 (Introduction) – summer course – 3 credit hours a week

Week	Topics	Main Areas to cover
Week 1	Introduction to Technical Writing	<ul style="list-style-type: none"> • About the Technical Report • Types of Technical Reports • Audience and Situation • Topics to write about • Brainstorming for ideas • General Characteristics of Technical Reports
Week 2/3	Introduction to RFPs and Tenders Introduction to Writing Proposals	<ul style="list-style-type: none"> • About RFPs and Tenders • Searching for sample RFP/Tenders • Understanding requirements • The proposal
Week 3	Introduction to Writing Proposals	<ul style="list-style-type: none"> • Getting ideas together for a proposal • Structures of a proposal • Writing professionally
Week 4/5	Introduction to Writing Progress Reports	<ul style="list-style-type: none"> • About Progress Reports • Tasks completed & work to be done • Report Format • Linking it to your proposal • Putting it all together
Week 5/6	As Above plus Writing Instructions	<ul style="list-style-type: none"> • About Instructions • Audience • Grouping Tasks • Step-by-step writing
Week 6	Writing Instructions Preparing for final report and oral presentation	<ul style="list-style-type: none"> • As above plus • Oral Presentations using powerpoint • Preparing your final report
Week 7	Submission of final reports Presentations Feedback and marks	