

Institute of Computer Science/Information Technology (ICS&IT)  
Faculty of Management Sciences & Computer Sciences (FMCS)  
The University of Agricultural Peshawar

Programme:	BS (CS)-2
Course Name:	Expository Writing / Technical & Business Writing
Course Code:	GE- 311
Course Hours:	03
Total Weeks:	16
Total Hours:	48

### Course Objectives

Technical and Business writing is one of core courses offered at the Bachelor and Master levels by the IBMS/CS, Khyberpakhtunkhwa, Agricultural University Peshawar. Its basic objectives include inculcating writing especially technical and Business skills in the students, equipping them with competencies of preparing precise resume, proposals and reports as future business executives and acquiring policies, plans, programmes policy makers and planners in various commercial and no commercial organizations in Pakistan.

#### Week-1:

Definition of Technical writing  
Purpose and scope of Technical writing  
Features of Technical Writing

#### Week-2:

Listening Skills and its Purpose  
Types of listening skills  
Strategies and Practice for effective Listening skills

#### Week-3:

Speaking Skills and its Purpose  
Importance of Effective speaking  
Strategies for decreasing stage frighten

#### Week -4:

Reading skills and its Purpose  
Types of Reading skills  
Strategies and Material for improving reading skills  
Practice

#### Week-5:

Writing Skills  
Purpose and Importance  
Types of Writing Skills

#### Week-6:

Introduction to Essay  
Parts of Essay Writing  
Practice and Exercise

#### Week-7:

Stages of Essay writing  
Types of Essay (Narrative, Descriptive, Argumentative, Definition)

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Week-8:

Letter writing  
Parts of letter  
Formats of letter writing  
Practice and Exercise

Week-09:

Classification of letter writing (personal and Business letter)  
Application writing  
Point and Principles  
Practice and exercise

Week-10:

Précis Writing  
Rules of précis writing  
Principles and examples

Week -11:

Introduction to Visual data  
Types of visual data  
Description of visuals  
Exercise and examples

Week-12

Introduction to proposal writing  
Types of proposal  
Purpose of proposal

Week-13

Structure/Outline of Proposal  
Parts of /Division in proposal  
Principle and Examples

Week-14

Abstract Writing  
Making Table of contents  
Glossaries  
Practice and Exercise

Week-15

Plagiarism  
In-text Citation  
Bibliography

Week-16

Revision and Practice

Total Marks: 100

Recommended Books:

1. Technical and Business Writing for working professionals, by Ray E. Hardesty, Xlibris Corporation, 15-Dec-2010, ISBN1456819402.
2. Successful Technical Writing Instructor's Guide, by Bill Wesley Brown, Goodheart-Willcox Publisher, 01-Mar-1993-Technology and Engineering.
3. English for Modern Business. Ketteley and Thompson
4. Write Better, Speak Better. Readers Digest.

5. TECHNICAL WRITING SITUATIONS AND STRATEGIES, by Michael H. Markel, 2<sup>nd</sup> Edition.

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