

Fundamentals of Technical Writing (GEN 600)

© Samy S. Soliman

Electronics and Electrical Communications Engineering Department
Cairo University, Egypt

Email: *samy.soliman@cu.edu.eg*

Website: <http://scholar.cu.edu.eg/samysoliman>

Postgraduate Program

1 Introduction

- Instructors
- Organization of GEN 600
- Code of Conduct
- References
- Grading System

Dr. Samy S. Soliman

- **Email:** samy.soliman@cu.edu.eg
- **Website:** <http://scholar.cu.edu.eg/samysoliman>
- **Office:** EECE Department - Office 8418
- **Office hours:** By Appointment (email)

Dr. Amr Badawy

- **Email:** amr_badawi@hotmail.com

Writing Process

Gather

Organize

Focus

Draft

Edit

Writing Process

Gather

Articles, Books, Financial Statement, Interviews, Databases, Information from world wide Web, Brain Storming, personal Notes, and others.

Organize

Strategic order, batching or grouping ideas, Heading, introduction, Body and conclusion.

Focus

Skim only technique, Nutshell, teach your ideas, elevator techniques, and others.

Draft

organize and focus first, Compose in any order, avoid editing, get a typed copy and leave a time gap before editing.

Edit

Edit for strategy, for macro issues, for micro issues and edit for correctness.

How is Technical Writing Different?

- The information is organized, presented and communicated in a specific format.
- The writing is concise, clear and accurate.
- The writing takes into account the audiences needs, biases and prior understanding.
- The writing presents information to help readers solve a problem or gain a better understanding of a situation.
- The writing conveys technical, complex, or specialized information in a way that is easy for a non-technical reader to understand.

Effective Technical Writing

- **Clear:** is easily understood by the intended audience without ambiguities.
- **Accurate:** is factual, correct, free from bias.
- **Correct:** follows both grammatical and technical conventions.
- **Comprehensive:** contains all necessary information.
- **Concise:** is clear and complete without excess or redundant verbiage.
- **Accessible:** includes headings and subheads, indexes, and table of contents.

GEN 600

The course is divided into the following topics:

- 1 Study Skills
- 2 Effective Reading
- 3 Technical Writing
- 4 Thesis Formating
- 5 Ethics and Plagiarism
- 6 . . .

Code of Conduct

Instructor



• ...

• ...



• ...

• ...

Students



• ...

• ...



• ...

• ...

- 1 **Elements of Style by Willam Strunk.** Available at:
<http://sut1.sut.ac.th/strunk/>
- 2 **Technical Writing by Ronald B. Standler.** Available at:
<http://www.rbs0.com/tw.htm>
- 3 TBD

Introduction: Grading System

Item	Grade
Final Exam	40%
Progress Exams	20%
Assignments	20%
In Class Assignments	20%
Total	100%

Table: Grading System - GEN 600

Failing This Course

- 1 **Do not** attend the **final exam**

How to Fail this Course

- 1 **Do not attend the final exam**
- 2 **Do not attend any of the lectures**

How to Fail this Course

- 1 **Do not** attend the **final exam**
- 2 **Do not attend any of the lectures**
- 3 **Attend** all the lectures **but do not** participate and do not submit the assignments

How to Fail this Course

- 1 **Do not** attend the **final exam**
- 2 **Do not attend any of the lectures**
- 3 **Attend** all the lectures **but do not** participate and do not submit the assignments
- 4 **Attend** all the lectures and **submit** all assignments **but copy one** of them from a colleague

How to Fail this Course

- 1 **Do not** attend the **final exam**
- 2 **Do not attend any of the lectures**
- 3 **Attend** all the lectures **but do not** participate and do not submit the assignments
- 4 **Attend** all the lectures and **submit** all assignments **but copy one** of them from a colleague
- 5 **Attend** all the lectures and **submit** all assignments **without copying** them but **post them** on Facebook

Failing This Course is **Very Hard**

Thank You

Questions?

samy.soliman@cu.edu.eg

<http://scholar.cu.edu.eg/samysoliman>