**تعليمات وارشادات للماده مستلمه من دكتور عبدالحكم:**

Each group  represents one lecture :

**1 . Overview of technical writing**

**-** The purpose and approach .

- Manual organization : the writing process .

- Basic concepts of technical writing .

-Methodology : the theoretical explanation

**2- Why is it important to study technical and professional communication .**

**3- Social context .**

**-** Writing process .

- Process approach : writing skills and stages .

**4- Pre-writing .**

**5- Writing .**

**-**Post writing

-Examples of written technological reports and memos .

-Have students write similar documents .

**6-Analyzing audience : Who am I writing to ?**

**7-Importance of commanding English .**

**8-Introducing the students to various spoken and written exercises .**

**9- Exercises in English efficiency from p. 27 to pp.70**

**10- Exercises in professional terminology .**

**11- General revision and quizzes .**

**Plus the following assignments**

**A . Students are asked to write documents and memos as models .**

**B . Students are , further , requested to write documents that describe the latest improvements on a particular product .**

**I wish them good luck**

**Dr. Abdelhakam Abdella Mohamed**