

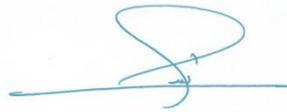
# MODULE DESCRIPTION FORM

Module Information			
Module Title	Technical Writing		Module Delivery
Module Type	Support		<input checked="" type="checkbox"/> Theory <input checked="" type="checkbox"/> Lecture <input checked="" type="checkbox"/> Seminar
Module Code	IT3206		
ECTS Credits	2		
SWL (hr/sem)	50		
Module Level	3	Semester of Delivery	
Administering Department	Information Technology	College	College of Science
Module Leader	Hussein Zeki	e-mail	<a href="mailto:hussein.almngoshi@uowa.edu.iq">hussein.almngoshi@uowa.edu.iq</a>
Module Leader's Acad. Title	lecturer	Module Leader's Qualification	M.Sc.
Module Tutor	Hussein Zeki	e-mail	hussein.almngoshi@uowa.edu.iq
Peer Reviewer Name	Dr. Haider M . Ali	e-mail	<a href="mailto:hayder.alghanami@uowa.edu.iq">hayder.alghanami@uowa.edu.iq</a>
Scientific Committee Approval Date	2026/2025	Version Number	1.0

Relation with other Modules			
Prerequisite module	-	Semester	-
Co-requisites module	-	Semester	-



  
 د. هايدر محمد علي الفايز  
 2026 / 2025

  
 أ.د. شيماء حسين نونى  
 ٢٠٢٥ - ٢٠٢٦



**Department Head Approval**

**Dean of the College Approval**

## Module Aims, Learning Outcomes and Indicative Contents

<b>Module Aims</b>	<p>This module aims to develop students' ability to produce clear, structured, and professional technical and academic documents. It seeks to enhance students' writing, research, referencing, and document design skills. The module also aims to equip students with the ability to communicate technical information effectively in academic, professional, and workplace contexts while maintaining ethical standards and avoiding plagiarism.</p>
<b>Module Learning Outcomes</b>	<p>By the end of this module, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate understanding of the principles of technical and academic writing.</li> <li>2. Structure essays, reports, and research papers effectively.</li> <li>3. Write clear introductions, thesis statements, abstracts, and conclusions.</li> <li>4. Conduct and write a literature review using appropriate academic sources.</li> <li>5. Apply proper referencing techniques and citation styles using tools such as Mendeley.</li> <li>6. Avoid plagiarism and apply academic integrity principles.</li> <li>7. Produce various forms of technical documents (reports, proposals, resumes, memos, user guides).</li> <li>8. Design well-structured and professionally formatted documents.</li> </ol>
<b>Indicative Contents</b>	<ul style="list-style-type: none"> <li>• Introduction to Technical Writing</li> <li>• Academic Writing Principles</li> <li>• Structure of Essays and Research Papers</li> <li>• Titles, Abstracts, Introductions, and Conclusions</li> <li>• Literature Review Writing</li> <li>• Referencing and Citation Methods</li> <li>• Using Reference Management Tools (Mendeley)</li> <li>• Avoiding Plagiarism and Academic Integrity</li> <li>• Applications of Technical Writing (Reports, Proposals, Business Plans, User Guides, Policies)</li> <li>• Oral Presentations and Professional Communication</li> <li>• Ethics in Technical Writing</li> <li>• ☒ Document Design and Formatting</li> </ul>

## Learning and Teaching Strategies

### Strategies

The module will be delivered through a combination of:

- Interactive lectures and seminars
- Practical writing exercises
- Guided assignments and projects
- Peer discussions and feedback sessions
- Use of digital tools for referencing and document preparation
- Formative assessments (quizzes, assignments, presentations)
- Summative assessments (midterm and final examinations)

Student-centered learning will be emphasized to develop independent research and writing skills.

## Student Workload (SWL)

Structured SWL (h/sem)	30	Structured SWL (h/w)	2
Unstructured SWL (h/sem)	17	Unstructured SWL (h/w)	1.2
Total SWL (h/sem)	47 + 3 final = 50		

## Module Evaluation

		Time/Number	Weight (Marks)	Week Due	Relevant Learning Outcome
Formative assessment	Quizzes	3	7% (10)	3,7,9	1,2,3,4,5,6,7,8
	Online Assignments	5	10% (10)	2,6,8	all
	Onsite Assignments	5	8% (10)	1,3,5,7,9	all
	Projects	1	10% (10)	12	all
	Seminar	1	5% (10)	9	all
Summative assessment	Midterm Exam	2hr	10% (10)	7	
	Final Exam	3hr	50% (50)	16	
Total assessment			100% (100 Marks)		

## Delivery Plan (Weekly Syllabus)

	Material Covered
<b>Week 1</b>	Introduction to Technical Writing
<b>Week 2</b>	Introduction to Academic Writing
<b>Week 3</b>	Common Structure of Essay
<b>Week 4</b>	Titles and Abstract
<b>Week 5</b>	Introduction, Conclusion, and Thesis Statement
<b>Week 6</b>	Avoiding Plagiarism
<b>Week 7</b>	Literature Review
<b>Week 8</b>	Referencing
<b>Week 9</b>	How to Use Mendeley
<b>Week 10</b>	Applications of Technical Writing: Resumes, Technical Reports, Business Plans, Proposals
<b>Week 11</b>	Applications of Technical Writing: Progress Reports, Instructions, User Guides, Policies and Procedures
<b>Week 12</b>	Applications of Technical Writing: Recommendation and Feasibility Reports, Handbooks
<b>Week 13</b>	Applications of Technical Writing: Oral Presentations, Memos and Emails, Technical Descriptions
<b>Week 14</b>	Ethics of Technical Writing
<b>Week 15</b>	Document Design
<b>Week 16</b>	<b>Preparatory week before the final Exam</b>

## Learning and Teaching Resources

	Text	Available in the Library?
<b>Required Texts</b>	Open Technical Communication Academic Writing: Handbook for International Students	no
<b>Recommended Texts</b>		
<b>Websites</b>		

## Grading Scheme

### مخطط الدرجات

Group	Grade	التقدير	Marks (%)	Definition
<b>Success Group (50 - 100)</b>	<b>A - Excellent</b>	امتياز	90 - 100	Outstanding Performance
	<b>B - Very Good</b>	جيد جدا	80 - 89	Above average with some errors
	<b>C - Good</b>	جيد	70 - 79	Sound work with notable errors
	<b>D - Satisfactory</b>	متوسط	60 - 69	Fair but with major shortcomings
	<b>E - Sufficient</b>	مقبول	50 - 59	Work meets minimum criteria
<b>Fail Group (0 - 49)</b>	<b>FX - Fail</b>	راسب (قيد المعالجة)	(45-49)	More work required but credit awarded
	<b>F - Fail</b>	راسب	(0-44)	Considerable amount of work required

**Note:** Marks Decimal places above or below 0.5 will be rounded to the higher or lower full mark (for example a mark of 54.5 will be rounded to 55, whereas a mark of 54.4 will be rounded to 54. The University has a policy NOT to condone "near-pass fails" so the only adjustment to marks awarded by the original marker(s) will be the automatic rounding outlined above.