

The Division of Foreign Languages, Tel Aviv University
Technical Writing in English – Semester A – 2020-2021
SYLLABUS

Instructor: Hadas Marcus

E-mail: h_marcus@netvision.net.il or mhadas@tauex.ac.il

Office: Webb Building, room 204 **Office Hour:** by appointment

Learning Mode: Tutorial including individual, pair and group work

Objectives:

The purpose of this course is to help students improve their English academic and technical communication skills in the field of Materials Science and Engineering. Communications skills include writing for academic purposes, writing for professional purposes, speaking in academic contexts, and speaking in professional contexts.

During the course, students will work on the following skills:

- Writing clearly and concisely
- Summarizing other people's research for different audiences
- Expressing the relevant features of technical writing (e.g. descriptions)
- Avoiding plagiarism by properly quoting and referencing sources
- Using English correctly at the sentence and paragraph level
- Preparing and describing tables and graphs
- Developing oral communication skills
- Giving an oral presentation

Materials:

Texts, exercises and instructional materials are on the course web site:

<http://moodle.tau.ac.il>

Course requirements and breakdown:

1. Participating actively in classwork and oral discussions (10%)
2. Writing a personal statement (10%)
3. Writing a request for funding (15%)
4. Writing an abstract (15%)
5. Writing a summary (30%)
6. Giving an oral presentation (20%)

7. Course Policies:

- Course attendance is compulsory. If you miss 20% or more of the lessons, you cannot complete the course. The 20% includes absences because of illness, but absences due to army reserve duty (milu'im) may exceed 20%.
- You are expected to sign in on time to Zoom lessons.
- Make sure that your computer, camera, and microphone are in working order and that your camera is turned on every class session.
- You are expected to complete all the required assignments and to be prepared. Important information, homework and assignments are posted on the Moodle website after each lesson. Even if you are absent, you must keep up with the work. Therefore, you must have an active email address and check the Moodle site before / after every lesson. You must check these regularly. If you need to contact the instructor, please feel free to do so.
- When writing to your teacher, please specify which class you are enrolled in (Technical Writing – Materials Science and Engineering) in the “subject” field. Write your full name and ID number, and please write in English.
- Assignments must be handed in in time. Work will not be accepted retroactively. All documents must be written in Microsoft Word.

Tentative lesson plan – Note: This is only an outline and is subject to change

- Lesson 1: Technical writing and materials science, personal statement
- Lesson 2: Grammar/style conventions, peer review
- Lesson 3: Listening to MIT lecture on materials science and note-taking
- Lesson 4: Conciseness, in-class writing activity
- Lesson 5: Writing a request for funding, flow and cohesion
- Lesson 6: The structure of scientific articles, abstract writing, TED lecture
- Lesson 7: Summarizing review articles assignment, scientific vs. popular texts
- Lesson 8: Plagiarism, citing, referencing and paraphrasing, summarizing
- Lesson 9: Introducing assignment on oral presentations and search for topics
- Lesson 10: Editing and reviewing presentations as group work
- Lesson 11: Group oral presentations to be delivered
- Lesson 12: Final lesson - discussion of summaries and future opportunities

GOOD LUCK FOR AN ENJOYABLE AND FRUITFUL SEMESTER! *Hadas*