

**Faculty of Engineering & Technology**  
**Communication and presentation skills**

**Information :**

**Course Code :** GENx11

**Level :** Undergraduate

**Course Hours :** 2.00- Hours

**Department :** Faculty of Engineering & Technology

**Instructor Information :**

Title	Name	Office hours
Lecturer	Ahmed Mahmoud Mohamed Ahmed Abouzaid	2

**Description :**

Report importance, Types and requirements of technical reports, Report writing methodology, Requirements of technical language skills, Techniques of report organization, The use of computer in report presentation, Standard specifications of parts and components to insure production and performance security. Basics of scientific and engineering communication, including defining an audience, working with collaborators, searching the literature, organizing and drafting documents, developing graphics, and documenting sources. The documents covered include memos, letters, proposals, progress reports, other types of reports, journal articles, oral presentations, instructions, and CVs and resumes. Real examples from actual documents and situations.