UNIVERSITI TEKNOLOGI MARA

GRT618: REPORT WRITING

Course Name (English)	REPORT WRITING `APPROVED`
Course Code	GRT618

MQF Credit	2

Course Description	This course is designed to give the students' exposure to the content and format of reports writing with authentic terms of reference and data. In addition, grounding in the techniques of writing as a process will be given together with sufficient writing practice. The Report Writing option focuses in part on the concepts and terms of workplace-related writing and to such forms as memos, email, letters, and short reports. Most assignments in this course will make use of computers throughout the writing process.

Transferable Skills	Demonstrate ability to identify and articulate self skills, knowledge and understanding confidently and in a variety of contexts
	Demonstrate practical and contemporary knowledge of relevant professional, ethical and legal frameworks
	Demonstrate resilience, perseverance and positivity in multi-tasking, dealing with change and meeting new challenges
	Demonstrate ability to apply creative, imaginative and innovative thinking and ideas to problem solving.
	Demonstrate ability to investigate problems and provide effective solutions.
	Demonstrate professional skills, knowledge and competencies.

Teaching Methodologies	Lectures, Case Study, Tutorial, Presentation, Supervision

CLO	
	CLO1 Expose to the content and format of reports writing with authentic terms of reference and data
	CLO2 Explains the conceptual and technical aspects of report writing processes.
	CLO3 Write successful proposals, making formal and informal presentations, participating in discussions and analyzing the work of their peers.
	CLO4 Write their own complete reports writing both from given and self-generated terms of reference.
	CLO5 Utilize knowledge in writing skill.

Pre-Requisite Courses	No course recommendations

Topics

1. Introduction
1.1) • An overview of the history of report design, the development and use of report design from its earliest beginnings to the present.

2. Getting Started With Basic Report
2.1) Why write research reports?
2.2) Pre-writing activities
2.3) Audience analysis
2.4) • Understanding the Sections of Your Report
2.5) • General Technical Writing Guideline
2.6) • Works Cited

3. In-Depth Knowledge in Report Writing
3.1) professionalism
3.2) in-depth knowledge of the subject discussed
3.3) concentration
3.4) exceptional writing skills

4. Dissertation Writing and Editing
4.1) • Topic Proposition and Theoretical Framework
4.2) • Literature Review
4.3) • Methodology
4.4) • Findings and Discussion
4.5) Formatting and Presenting the Final Product

5. Coursework Writing
5.1) Introduction
5.2) Problem Statement
5.3) Objective
5.4) Product, Services, Campaign –(Identifying Problem)
5.5) Mind Mapping
5.6) Defining Solution
5.7) Creative Strategy
5.8) Creative Platform
5.9) Results and Analysis
5.10) Finding & Conclusion
5.11) References

6. Custom Research Paper
6.1) • Preliminary Research
6.2) • Analyzing Collected Material
6.3) • Organizing and Drafting
6.4) • Editing and Proofreading

7. Annotated Bibliography
7.1) • Composition
7.2) • Tips

8. Critique Writing
8.1) • Writing a Critique
8.2) • How to Write a Critical Issue Review
8.3) • Writing a Movie Critique

9. Essay Writing
9.1) • Expository Writing
9.2) • Narrative Writing
9.3) • Provocative Writing
9.4) Progress Project

10. Editing and Proofreading
10.1) • Format
10.2) • Grammar
10.3) • Writing Style
10.4) • Organization
10.5)
10.6) Progress Project

Assessment Breakdown	%
Continuous Assessment	60.00%
Final Assessment	40.00%

Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Assignment	Getting Started With Your Report - Why write research reports? - Pre-writing activities - Audience analysis • Understanding the Sections of Your Report • General Technical Writing Guideline • Works Cited	30%	CLO1
	Assignment	Coursework Writing Introduction Problem Statement Objective Product, Services, Campaign –(Identifying Problem) Mind Mapping Defining Solution Creative Strategy Creative Platform Results and Analysis Finding & Conclusion References	30%	CLO2 , CLO3

Reading List	Reference Book Resources	• **Mencher, Melvin 2004, *News Reporting and Writing*, 9 Ed.** • **Christopher French, ed 2000, *The Associated Press Stylebook and Libel Manu*, The Associated Press: New York** • **Gavin Ambrose & Paul Harris 2009, *The Fundamentals of Graphic Design*, AVA Publishing, Switzerland** • **Pete Barry 2008, *The Advertising Concept Book*, Thames & Hudson**
Article/Paper List	This Course does not have any article/paper resources	
Other References	This Course does not have any other resources	