Module Sheet

Teacher: Merzouki Soraya

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Subject: Methodology of redaction

Teaching Unit: TUT

Field/Major: Science and techniques

Credits: 01 Coefficient: 01

Weekly Teaching Hours: 15 weeks Lectures (hours per week): 1h

Subject Content:

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| **Chapter title** | **Sections** | **Percentage of chapter to subject** |
| **Concepts general on redaction techniques** | Definitions, general rules of redaction, applications: a summary, letter, CV, pratical work report | 30 % |
| **Methodology of information research** | Search for information in the library (paper format: books, magazines), searching for information on the Internet (digital: databases; search engines, etc.), applications | 20 % |
| **Redaction techniques and procedures** | Basics of writing, punctuation, syntax, sentences, sentence length, division into paragraphs, use of neutral style and writing in the third person, readability, objectivity, intellectual rigor and plagiarism | 35 % |
| **Redaction a Report** | Cover page, summary, introduction,  Method, results, discussion, conclusion, Bibliography, appendices, summary and keywords | 15 % |

Evaluation Method: **Final exam 100 %**

References:

* Lerner, M. (2001). Writing smart: your guide to great writing. 2nd rev. ed. Auckland, N.Z.: Random House. - Forsyth, P. (2010). How to write reports, and proposals. 2nd rev. ed. London: Kogan Page.
* Canadian Health Services Research Foundation. (2001). Reader-Friendly Writing – 1:3:25. Communication Notes, Canada
* Christchurch Polytechnic Institute of Technology. Report writing. 29 May 2013. Retrieved from -
* http://library.cpit.ac.nz/learning\_services/learning\_and\_study\_resources/assessment\_tasks/report\_writing.