

## 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:

Chapter title	Sections	Percentage of chapter to subject
<b>Concepts general on redaction techniques</b>	Definitions, general rules of redaction, applications: a summary, letter, CV, practical work report	30 %
<b>Methodology of information research</b>	Search for information in the library (paper format: books, magazines), searching for information on the Internet (digital: databases; search engines, etc.), applications	20 %
<b>Redaction techniques and procedures</b>	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 %
<b>Redaction a Report</b>	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](http://library.cpit.ac.nz/learning_services/learning_and_study_resources/assessment_tasks/report_writing).