



DS1361 Swedish Report Writing

6.0 credits

Svensk rapportskrivning

This is a translation of the Swedish, legally binding, course syllabus.

If the course is discontinued, students may request to be examined during the following two academic years

Establishment

Course syllabus for DS1361 valid from Autumn 2008

Grading scale

A, B, C, D, E, FX, F

Education cycle

First cycle

Main field of study

Technology

Specific prerequisites

Language of instruction

The language of instruction is specified in the course offering information in the course catalogue.

Intended learning outcomes

After completing the course, the student is expected to be able to:

- formulate logical, analytical, coherent and clear arguments in writing
- express him/herself in writing in formal, clear, concise and correct Swedish
- work with writing as a process in co-operation with others; give and take constructive criticism and implement this in reworking and improving his/her own texts
- adapt the content, structure and language of texts according to text type, purpose and reader
- produce a coherent and clear report which is based on critically reviewed source material and whose subject is connected to his/her own field of study
- give an oral presentation of this report to an audience.

Course contents

The course focuses almost entirely on writing but there is one oral element.

General part focusing on:

- writing strategies
- coherence and cohesion
- genre analysis
- summary techniques
- integrating illustrations in a text
- manual of style
- language study

Technical part focusing on:

- text types
- technical report.

Oral part:

- Presentation of a report

The students also write a CV and a letter of application.

Methodology: The focus will be on writing as a process rather than as a finished product. Thus the students will be expected to write assignments in several drafts for review by peers and teacher.

To increase awareness of different types of technical writing and what constitutes good writing style, a number of sample texts will be analysed.

Disposition

42 lessons divided into 14 sessions x 3 lessons

Course literature

Compendium (available from the teacher at course start)

TNC:s skrivregler för svenska och engelska, TNC 100

Examination

- ANN1 - Assignments, 1.5 credits, grading scale: A, B, C, D, E, FX, F
- ANN2 - Assignments, 1.5 credits, grading scale: A, B, C, D, E, FX, F
- ANN3 - Technical Report, 3.0 credits, grading scale: A, B, C, D, E, FX, F

Based on recommendation from KTH's coordinator for disabilities, the examiner will decide how to adapt an examination for students with documented disability.

The examiner may apply another examination format when re-examining individual students.

Other requirements for final grade

75% attendance. Approved written assignments (ANN1; 1,5 credits, ANN2; 1,5 credits, ANN3; 3 credits).

Ethical approach

- All members of a group are responsible for the group's work.
- In any assessment, every student shall honestly disclose any help received and sources used.
- In an oral assessment, every student shall be able to present and answer questions about the entire assignment and solution.