



NATIONAL UNIVERSITY OF ENGINEERING
COLLEGE OF CHEMICAL AND TEXTILE ENGINEERING
CHEMICAL ENGINEERING PROGRAM

PI118 – INFORMATION AND TECHNICAL REPORTS

I. GENERAL INFORMATION

CODE	: PI118 Information and Technical Reports
SEMESTER	: 1
CREDITS	: 2
HOURS PER WEEK	: 2 (Theory–Practice)
PREREQUISITES	: None
CONDITION	: Compulsory

II. COURSE DESCRIPTION

The course prepares students for the elaboration of clear and well-structured technical reports applying grammar rules and using engineering language based on equations, graphics, diagrams, planes, etc. Students identify relevant bibliography sources according to the theme being analyzed. Students present and orally defend their reports making use of proper technological support.

III. COURSE OUTCOMES

At the end of the course, students:

1. Understand and apply the general structure and parts of a technical report.
2. Search bibliography and information from relevant sources.
3. Properly apply grammar rules.
4. Elaborate clear and well-structured technical reports.
5. Orally defend reports making using of the proper technological support.

IV. LEARNING UNITS

1. Information as Professional Need

Communication and information. Information society.

2. Technical Documents as Professional Projection Tools

Competent professional / Professional image and projection.

3. Theme of Technical Reports

Knowledge and mastering of the theme / Bibliography search.

4. Engineering natural Language

Mathematical expressions / Graphic representation / Planes and drawings / Advantages and disadvantages.

5. Engineering Technical Report

Characteristics / Types / Objectives / Periodicity / General structure / Formats / Theme / Scope.

6. Gathering and Preparation of Base Information

Personal reports / Cards / Sound and visual registers / Graphics / Drawings / Photographs, videos, etc.

7. Elaboration of Technical Report

Information processing according to objectives / ARSIR Processing / Bibliography and supporting documents / Technical assistance.

8. Report Redaction

Report clarity and objectivity / Grammar rules / Text composition / Terminology / Dictionary use.

9. Oral Presentation and Defense

Preparation / Supporting techniques and technologies / Slides projection / Other audio-visual techniques.

V. PRACTICAL WORK

- Elaboration of basic report
- Elaboration of an academic report
- Elaboration of an academic-technical report
- Elaboration of curriculum vitae
- Elaboration of a technical report
- Oral defense of technical report

VI. METHODOLOGY

The course takes place in theory and practice sessions. In the theory sessions the teacher presents the concepts and explains the applications. In the practice sessions, students analyze and elaborate technical reports. Students make oral presentations defending their ideas and proposals. At the end of the course students must submit and present an integrated project. In all sessions the active student participation is encouraged.

VII. EVALUATION FORMULA

The Average Grade PF is calculated as follow:

$$\text{PF} = (\text{EX1} + \text{EX2} + \text{TF}) / 3$$

EX1: Exam 1

EX2: Exam 2

TF: Final Report / Final Project

VIII. BIBLIOGRAPHY

1. KELTHELEY, ERWIN

Manual for Elaborating Reports and Thesis.
Cincinnati, USA, 2000

2. HIMSTREET

Practical Guide for the Elaboration of Letters and Reports.
Deusto Editions, 2005.