The aim of this course is to enable Engineering students to recognise and use an appropriate style of communication in both academic and professional settings. In this course, students will learn how to communicate to technical and non-technical audiences; how to use different technical writing techniques; how to write short technical reports; and how to make effective technical presentations. Students will also learn how to evaluate sources and how to incorporate these in their writing, through such techniques as citing, paraphrasing, summarising, and quoting. This foundation course will also prepare students for the more advanced Engineering Communication II course that they will take later.

**LEARNING OBJECTIVES**

The objectives of this course are to enable students to master the important elements of engineering communication, including:

1. basic academic literacy skills; and
2. key styles of written and spoken communication relevant to engineering.

**LEARNING OUTCOMES**

Upon successful completion of the course, the students should be able to:

1. produce short academic texts relevant to the field of engineering;
2. write an audience-specific short technical proposal and report; and
3. make presentations on technical topics.

**COURSE SCHEDULE**

<table>
<thead>
<tr>
<th>Week</th>
<th>Tutorial topics</th>
<th>Reading/Activities</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>No tutorial</td>
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</tr>
<tr>
<td>2</td>
<td>Introduction to technical communication</td>
<td>Unit 1</td>
</tr>
<tr>
<td>3</td>
<td>Writing technical proposals</td>
<td>Unit 2</td>
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<tr>
<td>4</td>
<td>Writing technical proposals (continued)</td>
<td>Unit 2</td>
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<td></td>
<td>Writing from sources: Evaluating, summarising, paraphrasing, and citing information</td>
<td>Unit 3</td>
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</tbody>
</table>

Last updated July 23, 2018
Week | Tutorial topics | Reading/Activities
---|---|---
5 | Writing technical definitions, descriptions, and explanations | Unit 4
6 | Writing and presenting technical arguments | Unit 5
7 | Revising and editing | Unit 6
8 | Writing short technical reports | Unit 7
9 | Writing short technical reports (continued) | Unit 7
10 | Preparing technical presentations | Unit 8
11 | Delivering technical presentations | Unit 9
12 | In-class presentations | Student presentations
13 | In-class presentations; Course review | Student presentations

**STUDENT ASSESSMENT**

The use of 100% continuous assessment is considered to be the most appropriate form of assessment bearing in mind the objectives of the course as well as to achieve the intended learning outcomes.

**Assessment**

**Written assignments**
Assignments are designed to allow students to demonstrate their mastery of writing skills learned in the course. The assignments include a technical proposal and a short evaluation report.

**Technical presentation**
Students will give a presentation on solutions to engineering problems arrived at through their proposal projects.

**Class participation**
Students will be assessed on their participation in class discussions and activities by the tutor, as well as completing online exercises.

**TEXTBOOKS/REFERENCES**


**Further reference**