The aim of this course is to enhance further the spoken and written abilities of engineering students in recognising and employing the language and communication conventions used by engineers in their field when communicating in both academic and professional settings. In this course, the emphasis is on advanced skills in academic and professional communication. In the academic literacy and information literacy components of the course, students learn advanced skills for searching academic databases, evaluating sources and incorporating and citing them appropriately in their writing. In the professional communication component of the course, student learn written and oral workplace communication skills such as writing emails, participating in meetings, interacting with clients and projecting a professional image of themselves.

LEARNING OBJECTIVES

The objectives of this course are to improve the writing and presentation skills of students with particular reference to the Final Year Project (FYP) report, and their communication skills in professional settings.

LEARNING OUTCOMES

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

1. apply the principles of research writing to produce an effective FYP report;
2. make effective technical presentations with reference to their FYPs and the workplace; and
3. understand the communication demands of the contemporary workplace.

COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Week</th>
<th>Tutorial topics</th>
<th>Reading/Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No tutorial</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Overview of the final year project (FYP) and workplace communication</td>
<td>Unit 1</td>
</tr>
<tr>
<td>3</td>
<td>FYP reports: Introduction</td>
<td>Unit 2</td>
</tr>
<tr>
<td>4</td>
<td>Library workshop</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>FYP reports: Introduction (continued)</td>
<td>Unit 2</td>
</tr>
<tr>
<td></td>
<td>Reviewing and citing literature</td>
<td>Unit 3</td>
</tr>
<tr>
<td>6</td>
<td>FYP reports: Materials and method</td>
<td>Unit 4</td>
</tr>
</tbody>
</table>
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 writing the Introduction of an FYP and email writing.

**Technical presentation**
Students will present the Introduction of the FYP they have prepared for one of their written assignments.

**Class participation**
Involves tutor and peer evaluation. 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**