

**HW0288****ENGINEERING COMMUNICATION II**

<b>Study Year:</b>	3
<b>Academic Units:</b>	2 AUs
<b>Pre-requisite:</b>	HW0188 Engineering Communication I
<b>Tutorial hours:</b>	24

#### LEARNING OBJECTIVE & OUTCOMES

This course will improve the writing skills of students with particular reference to the Final Year Project (FYP) report, and their communication skills in professional settings.

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

- i. Apply various principles of technical writing to produce an effective FYP report.
- ii. Understand the communication demands of the contemporary workplace.
- iii. Make effective technical presentations, with reference to their FYPs and the workplace.

#### CONTENT

This course focuses on concepts and skills in academic and professional communication. In academic communication, the focus is on writing and presenting the final year research (FYP) report. In professional communication, written and oral workplace communication skills required by practising engineers are emphasised.

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#### **S/N Tutorial topics**

- 1 Overview of the final year project (FYP) and workplace communication.
  - 2 Advanced information literacy skills.
  - 3 Writing the introduction in FYP reports.
  - 4 Reviewing and citing literature in FYP reports.
  - 5 Describing materials and methods in FYP reports.
  - 6 Reporting, interpreting and discussing results of research work in FYP reports.
  - 7 Writing the conclusion and an abstract in FYP reports.
  - 8 Preparing and delivering the FYP and other technical presentations.
  - 9 Written workplace communication.
  - 10 Oral workplace communication.
  - 11 Intercultural workplace communication.
  - 12 Technical presentations and course review.
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## 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 the intended learning outcomes.

Students will be assessed by:

**55%: Written assignments** designed to allow students to demonstrate their mastery of skills learned in the course. Assignments may include writing a section of an FYP report, and workplace documents.

**30%: Oral presentations** by students on their proposals for an FYP or on solutions to engineering problems arrived at through their group projects.

**15%: Class participation** involving tutor and peer evaluation. Students will be assessed on their participation in class discussion and activities by the tutor and on their participation in a group project by their peers.

## TEXTBOOKS/REFERENCES

(i) *Engineering Communication II Student's Course Guide*. Singapore: NTU Language and Communication Centre.

(ii) Further references:

Leong, E.C., Heah, C. L-H. & Ong, K.K.W. (2015). *Guide to research projects for engineering students: Planning, writing and presenting*. Abingdon, U.K.: CRC Press/Taylor & Francis Group.

Markel, M.(2015). *Technical communication (11<sup>th</sup> ed.)*. New York: Macmillan.