HW0288 Engineering Communication

Study year	:	CoE Year 3; MAE/EEE Year 4; U of Wuhan (special arrangement with EEE), Sem 1; MS Year 3 (cohort admitted in AY18 or earlier)
Academic units	:	2 AUs
Pre-requisite	:	HW0188 Effective Communication (except IEM students) / CC0001: Inquiry and Communication in an Interdisciplinary World
Tutorial hours	:	24 (weekly tutorials of 2 hours)

CONTENT

This course aims to further enhance the spoken and written abilities of engineering students when communicating in both academic and professional settings, with an emphasis on advanced skills in these contexts. A key focus is on recognising and employing the language and communication conventions used by engineers in their field. In the academic communication component, students are equipped with the understandings and skills to write the major sections of an engineering research report appropriately and effectively, as well as to make an effective research presentation. Also included is an academic information literacy session, where students learn advanced skills for searching academic databases, evaluating sources, and incorporating and citing them appropriately in their writing. In the professional communication component, students learn written and oral workplace communication skills such as writing emails, participating in meetings, interacting with clients, and projecting a professional image of themselves.

Important note: This core course has been specially designed for NTU engineering students, with specific attention to the requirements of each engineering school, and the resources available at NTU, for their Final Year Projects. While the professional communication component helps students understand the general dynamics of workplace communication and how they impact effective practices, special reference will be made to situations in the multicultural Singapore context. As such, **the course is excluded from course matching with other communication courses for exchange and summer studies.**

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

Week	Tutorial topics	Reading/Activities
1	No tutorial	-
2	Overview of the final year project (FYP) and workplace communication	Unit 1
3	FYP reports: Introduction	Unit 2
4	Research skills workshop	-

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Week	Tutorial topics	Reading/Activities
5	FYP reports: Introduction (continued)	Unit 2
	Reviewing and citing literature	Unit 3
6	FYP reports: Materials and method	Unit 4
7	FYP reports: Results and discussion	Unit 5
8	FYP reports: Conclusion and abstract	Unit 6
9	Delivering the FYP report and other technical presentations	Unit 7
10	Written workplace communication: Writing emails	Unit 8
11	Oral workplace communication	Unit 9
Online	Intercultural workplace communication	
12	In-class presentations	Student presentations
13	In-class presentations; Course review	Student presentations

STUDENT ASSESSMENT

100% continuous assessment is employed in this course. This is considered to be the most appropriate way of achieving the course objectives and intended learning outcomes.

Assessment	Weighting
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 writing emails.	**55%**
Technical presentation Students will present the Introduction of the FYP they have prepared for one of their written assignments.	**30%**
Class participation Students will be assessed on their participation in class discussions and activities by the tutor, as well as completing online exercises.	**15%**

COURSE MATERIALS

Course materials will be available on the NTULearn course site.

References

Engineering Communication Course Material. Singapore: NTU Language and Communication Centre.

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 (11th ed.).* New York: Macmillan.