

# LANG4030 Technical Communication (2)

(3 credits)

## Course Description

LANG 4030 is a three-credit course offered to final year Computer Science & Engineering (CSE) students who are taking a Final Year Project (FYP). Over one semester, students will attend three hours of class and will be expected to complete up to six hours of out-of-class work, per week. Material used in the course is drawn from CSE sources.

The basics of technical communication are first reviewed via the making of a short video essay for application. Then the course focuses on two areas:

### Communication for academic purposes

You will develop your ability to use appropriate language to write about your FYP work. Course materials will focus on introducing the project and objectives, literature survey, describing and evaluating progress. You will learn through revising the material you have got for your FYP. You will also learn how to present information coherently and for maximum impact on the audience in a poster presentation on your progress in the FYP.

### Communication in business and professional contexts

You will enhance your understanding of how audience and purpose influence the content, organization and language style of technical and business writing. Materials include software documentation and business correspondence. You will write a user guide and an email.

## Pre-requisites for LANG4030

LANG2030 or LANG2030(H)

The course is open to CSE students undertaking an FYP only. The most appropriate time to take this course will be in Fall of Year 4.

## Intended Learning Outcomes

<b>Knowledge and Content Related</b>	You can: <ul style="list-style-type: none"><li>• identify and address the needs and concerns of a variety of academic and professional audiences in speaking and writing</li><li>• support claims with appropriate evidence, and properly acknowledge sources</li><li>• critically analyze and discuss major issues and recent developments in your major and related professions</li></ul>
<b>Academic Skills and Competencies</b>	You can: <ul style="list-style-type: none"><li>• recognize and use appropriate organizational structure, tone and formatting in written and spoken communication for different audiences and purposes</li><li>• select, summarize and synthesize information from texts in your major subject</li></ul>

	<ul style="list-style-type: none"> <li>• use accurate and fluent language (vocabulary, structures and style) relevant to engineering-related communication tasks</li> </ul>
<b>Ethical Standards</b>	You can demonstrate academic integrity in course assignments
<b>Vision and Orientation to the Future</b>	You recognize the need to communicate courteously and appropriately in professional contexts

## Course Content

### The basics of technical communication

- Technical communication process

### Communication for CSE projects

- Talking about your Final Year Project
- Writing an FYP Introduction
- Writing a literature survey
- Describing technology
- Describing implementation
- Accounting for progress
- Designing a CSE poster
- Presenting FYP work
- Discussing and evaluating results
- Completing the FYP report
- Enhancing your presentation skills

### Communication in the workplace

- Writing user guides
- Communicating appropriately in the workplace

## Assessment and Course Schedule

FYP interim report (group or individual)	<b>30%</b>
FYP poster presentation (group or individual)	<b>30%</b>
Software user guide (individual)	<b>30%</b>
Assignment checkpoints (individual)	<b>10%</b>