

HW0188

Effective Communication

**Study year** : CoE Year 1 (excluding IEM students); CoE Year 2 (direct entry students); MAT Year 2; and MS Year 1, Sem 2 (cohort admitted in AY18 or earlier)

\*With effect from AY2021/22, all full-time undergraduates matriculating after AY20/21 will take CC0001 (except for CoE Year 2 direct entry students, who will continue taking HW0188)

**Academic units** : 2 AUs

**Co-requisite** : HW0001 Introduction to Academic Communication

**Tutorial hours** : 24 (weekly tutorials of 2 hours)

## CONTENT

This course aims to enable students to communicate appropriately and effectively in both academic and professional settings. Students will learn how to communicate to different audiences, for different purposes. Specifically, the course will focus on using effective writing techniques, writing short reports, and making effective oral presentations. Students will also learn how to evaluate sources and how to incorporate these in their writing, through citing, paraphrasing, summarising, and quoting. This foundation course prepares students for the more advanced Engineering Communication course that they will take later.

**Important note:** This core course has been specially designed for NTU students, taking into consideration their specific needs at NTU, as identified through a university-wide survey of students, faculty and professionals from the industry. As such, **the course is excluded from course matching with other communication skills courses for exchange and summer studies.**

## LEARNING OUTCOMES

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

1. examine and identify appropriate styles of effective communication in both academic and professional settings;
2. evaluate ideas, arguments and the credibility of academic and other sources through critical reading and thinking;
3. produce effective proposals and reports for academic and professional contexts, using effective writing techniques; and
4. master effective oral presentation skills in both academic and professional contexts.

## COURSE SCHEDULE

Week	Tutorial topics	Reading/Activities
1	No tutorial	-
2	Introduction to effective communication	Unit 1
3	Writing proposals	Unit 2

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Week	Tutorial topics	Reading/Activities
4	Writing proposals (continued)	Unit 2
	Writing from sources: Evaluating, summarising, paraphrasing, and citing information	Unit 3
5	Writing definitions, descriptions, and explanations	Unit 4
6	Writing and presenting arguments	Unit 5
7	Revising and editing	Unit 6
	Conferencing	
8	Writing short reports	Unit 7
9	Writing short reports (continued)	Unit 7
10	Preparing effective presentations	Unit 8
11	Delivering effective presentations	Unit 9
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
<b>Written assignments</b> Assignments are designed to allow students to demonstrate their mastery of writing skills learned in the course. The assignments include a short project proposal and a short evaluation report.	<b>55%</b>
<b>Oral presentation</b> Students will give a presentation on solutions to real life problems arrived at through their project proposals.	<b>30%</b>
<b>Class participation</b> Students will be assessed on their participation in class discussions and activities, as well as on completion of online exercises.	<b>15%</b>

## COURSE MATERIALS

Course materials will be available on the NTULearn course site.

### References

Engineering Communication I Student's Course Guide. Singapore: NTU Language and Communication Centre.  
 Markel, M. (2015). Technical communication (11<sup>th</sup> ed.). New York: Macmillan.