



Sungkyunkwan University (SKKU) International Summer Semester (ISS) 2019

Engineering Communication II

Prof. David Roberts, Sungkyunkwan University

SHORT COURSE DESCRIPTION

The aim of this course is to develop English communication skills in professional settings with particular focus on writing and presentation skills. The course will cover principles of technical writing, and these principles will be put into practice in the writing of a final report. The course will also cover presentation skills, and these will be applied to final presentations related to the written reports. In addition, the course will help students understand the communication demands they are likely to face in the workplace, and it will help students develop skills and strategies that they can apply in these situations.

READING MATERIALS

Materials will be adapted from:

Engineering Communication II Students' Course Guide. Singapore: NTU Language and Communication Centre.

Ibbotson, M. *Professional English in Use Engineering*. Cambridge University Press.

COURSE REQUIREMENTS AND GRADING

[Please describe what is required of students in terms of course preparations, assignments, tests and class participation. All ISS classes are pass/fail based on the student academic achievement evaluated by grades on a scale of 100 points (grade of 60 or above is Pass). **SKKU regulations require students to attend at least 80% of all classes**. Professors should clearly indicate each **grading percentages** (ex. attendance, exam, presentation, team project, quiz etc.) and the conditions under which students fail, including tardiness, academic dishonesty, etc. Please understand many of partner universities are requiring more specific clarification on how to evaluate the students' performance for their credit acceptance procedure.]

Students are expected to attend classes on time, participate in discussions, complete assignments, and to cooperate with group members and classmates. All work must be original and students are expected to cite referenced materials appropriately. SKKU regulations require students to attend at least 80% of all classes. These are the minimum requirements for passing the course. This is a Pass/Fail class (a grade of 60 or above is a Pass).

Students will be assessed on the following criteria:

20% class participation

30% presentations

50% written assignments

COURSE SCHEDULE

– WEEK I –

Thursday (27 June)

Course introduction. Explanation of course assignments.

Friday (28 June)

Oral communication in the workplace: conversation strategies, interactions in meetings, active listening.

– WEEK II –

Monday (1 July)

Written communication in the workplace: writing for clarity, appropriate style and tone

Tuesday (2 July)

Writing emails: tutorial and assignment.

Wednesday (3 July)

Feedback to email assignment. Understanding engineering reports.

Thursday (4 July)

How to write an introduction: Language points and structure.

– WEEK III –

Monday (8 July)

How to write a literature review: organizing and presenting work from other authors.

Tuesday (9 July)

How to describe materials and methods: structure and appropriate language.

Wednesday (10 July)

How to report and discuss results: appropriate visual presentation of results, focusing the analysis.

Thursday (11 July)

How to write a conclusion: structure, content, and appropriate language.

– WEEK IV –

Monday (15 July)

How to write an abstract: the purpose of the abstract, types of abstract.

Tuesday (16 July)

Peer edit and review of assignments.

Wednesday (17 July)

Review and edit of the final assignment. Submission of final papers.

Thursday (18 July)

Final presentations (group 1).

Friday (19 July)

Final presentations (group 2) and course wrap-up.