



SCHOOL OF ENGINEERING

(CIP file- Classification of instructional programmes)

Course unit title:	TECHNICAL WRITING AND COMMUNICATION		
Course unit code:	AENG201		
Type of course unit:	REQUIRED		
Level of course unit:	BACHELOR		
Year of study:	2 / 3		
Semester when the unit is delivered:	FALL /SPRING		
Number of ECTS allocated:	5		
Name of lecturer(s):	ENGLISH INSTRUCTOR		
Learning outcomes of the course unit:	Upon completion of the course, students should be able to: <ul style="list-style-type: none">• communicate effectively orally and in writing to a variety of audiences in different academic and professional settings and situations.• write different types of professional documents for different purposes including research papers, conference proposals, reports, abstracts, reviews, summaries and theses, applying strategies for academic inquiry and argument.• summarise, paraphrase, quote, edit and revise academic and professional writings.• apply critical and evaluating skills in locating, analysing, synthesising, and using information in communication.• evaluate and use printed and electronic source materials appropriate for academic research purposes.• write a polished résumé and cover letter.• communicate information effectively in social media.• prepare and deliver oral presentations/public messages for presentation to diverse co-cultural audiences with appropriate audio-visual support.• gain confidence in public speaking, decreasing anxiety and improving physical and vocal delivery.		
Mode of delivery:	Face to face		
Prerequisites:	AENG120 / AENG102 or good knowledge of English	Co-requisites:	None
Recommended and/or required reading:	None		
Course contents:	<p>The course focuses on the development of students' skills to improve their written, oral, and visual technical communication for academic and professional settings. It introduces ways to write powerful, audience-driven documents in a variety of real-world business, professional, and technical contexts. It familiarises students with the principles of technical writing, the different types of writing and helps students to gain greater mastery of grammar, mechanics, and writing style thus, improving their writing skills. Students are instructed on how to deliver effective presentations with the use of appropriate documentary and visual aids as well as apply appropriate strategies for comprehending and analysing technical data.</p> <p>In particular, the course covers the following:</p> <ul style="list-style-type: none">• technical and business writing including:<ul style="list-style-type: none">-emails/letters (inquiry and reply, complaint)-memos		

