

Faculty of Engineering & Technology
Communication and presentation skills

Information :

Course Code : GENx11

Level : Undergraduate

Course Hours : 2.00- Hours

Department : Faculty of Engineering & Technology

Description :

Report importance, Types and requirements of technical reports, Report writing methodology, Requirements of technical language skills, Techniques of report organization, The use of computer in report presentation, Standard specifications of parts and components to insure production and performance security. Basics of scientific and engineering communication, including defining an audience, working with collaborators, searching the literature, organizing and drafting documents, developing graphics, and documenting sources. The documents covered include memos, letters, proposals, progress reports, other types of reports, journal articles, oral presentations, instructions, and CVs and resumes. Real examples from actual documents and situations.