



TRƯỜNG ĐẠI HỌC BÁCH KHOA HÀ NỘI  
HANOI UNIVERSITY OF SCIENCE AND TECHNOLOGY

## Introduction to the course

Technical Writing and Presentation

SOICT - 2020

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## Lecturer Information

**Dr. Vu Van Thieu**  
School of Information and Communication

- Office : P902-B1
- Mobile : 0982928307
- e-mail : [thieuvv@soict.hust.edu.vn](mailto:thieuvv@soict.hust.edu.vn)

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## Syllabus

- IT2030 3(2-2-0-6)
- Theory: 30 hr, 2 hr/week
- Exercises in class: 30 hr, 2 hr/week
- Evaluation:
  - Progress: 50%
    - Home work : 10%
    - Group presentation : 20%
    - Report writing : 20%
  - Final exam: 50%
    - Multi choice + writing topic

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## Studying documents

- Slides
- Books:
  - [1] Justin Zobel (2014), *Writing for Computer Science*, Springer.
  - [2] Lucinda Becker and Joan Van Emden (2016), *Presentation skills for students*, Palgrave
- Handouts
- Exercises/Assignments

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Teaching Schedule	
Week	Topics
1	Introduction to the course; Introduction to Presentation
2	Visual Aid for presentation
3	Paper presentation (individual)
4	Preparation slides for given topic (Group working)
5	Group presentation evaluation
6	Group presentation evaluation
7	Introduction to research writing
8	Research ethics
9	Reading and reviewing
10	Basic writing
11	Writing a report
12	Organization of a report
13	Report evaluation
14	Report evaluation
15	Rehearsal

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Objectives of the course
<ol style="list-style-type: none"> <li>1. Provide to students principles and skills of writing scientific and technical documents and making effective presentations</li> <li>2. Understanding writing process including planning, drafting, evaluation, and editing</li> <li>3. Can write technical reports, theses, abstracts, proposals, CVs, etc. in a correct and professional way</li> <li>4. Ability to analyze the objectives of the text, organize information, use graphical support tools are also introduced</li> <li>5. Efficiently use of voices, changes of tone, body languages in presentation</li> <li>6. Accumulating teamwork skills, positive working attitudes.</li> </ol>

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Expected Outcomes
<ul style="list-style-type: none"> <li>▪ Actively participate as well as being able to form a group appropriate to the job</li> <li>▪ Ability to cooperate, coordinate with other members of the group to solve problems</li> <li>▪ Ability to listen, speak, write and present effectively in English</li> <li>▪ Ability to present and effectively use electronic / multimedia communication equipments</li> <li>▪ Ability to use English in communication and work</li> <li>▪ Ability to use specialized English in ICT area in both writing and presentation</li> </ul>

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