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

Introduction to the course

Technical Writing and Presentation

SOICT - 2020

Dr. Vu Van Thieu

School of Information and Communication

- Office : P902-B1
- Mobile : 0982928307
- e-mail : thieuvv@soict.hust.edu.vn

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

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

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

Objectives of the course

1. Provide to students principles and skills of writing scientific and technical documents and making effective presentations

2. Understanding writing process including planning, drafting, evaluation, and editing

3. Can write technical reports, theses, abstracts, proposals, CVs, etc. in a correct and professional way

4. Ability to analyze the objectives of the text, organize information, use graphical support tools are also introduced

5. Efficiently use of voices, changes of tone, body languages in presentation

6. Accumulating teamwork skills, positive working attitudes.

Expected Outcomes

- Actively participate as well as being able to form a group appropriate to the job

- Ability to cooperate, coordinate with other members of the group to solve problems

- Ability to listen, speak, write and present effectively in English

- Ability to present and effectively use electronic / multimedia communication equipments

- Ability to use English in communication and work

- Ability to use specialized English in ICT area in both writing and presentation