

Technical Communication

Technical Writing

Thesis

Paper

Report

Memo

Proposal

Tech. Presentation

Progress report

Viva

Project review

Seminar

Lecture

Fact 1

Technical Communication
is an *ART*

Fact 2

Supervised Practice
makes you BETTER

Fact 3

Writing and
Presentation is for
OTHER PERSONS –
not for yourself

Fact 4

Technical Writing or
Presentation is for
some GAIN

Gain = MTech, PhD, Job, Project Money, Promotion,
Fame, Recognition, Award, ...

Fact 5

Know / Understand the
SUBJECT THOROUGHLY
before Writing /
Presentation

Fact 6

NO CHEATING

Fact 7

Speak the truth, Say nice things, Do not the speak the truth that is not nice.

Free Software for Writing/ Presentation

- Download
 - LibreOffice Suite (equivalent to Microsoft Office)
 - Zotero for Reference Management
 - TeX package
 - MikTeX in Windows
 - MacTeX for MacOSX
 - Texlive for Linux + TeXWorks Editor
 - Typora for Markdown

Tips for Success in Online Learning

- Treat an online course like a "real" course.
- Hold yourself accountable.
- Practice time management.
- Create a regular study space and stay organized.
- Eliminate distractions.
- Figure Out How You Learn Best.
- Actively participate.
- Make a Network with Other Students and work with them.

Consult [<https://www.northeastern.edu/graduate/blog/tips-for-taking-online-classes/>] and also [<https://blog.edx.org/tips-for-successful-online-learning/>].

Re-Cap

- Scope of this Course
- General Ideas on and Importance of Communication

Written Communication

- **Technical**
 - Language
 - Theorems and Proofs
 - Examples
 - Equations
 - Figures
 - Tables
 - References
- **Creative**
 - Language
 - Images
 - Sound pattern

Oral Communication

- **Technical**

- Visual aids
 - Charts
 - Slides

- **Non-Technical**

- Podium

