CAES 9541
TECHNICAL ENGLISH FOR ELECTRICAL AND ELECTRONIC ENGINEERING

UNIT ONE
COURSE INTRODUCTION

OVERVIEW OF ACADEMIC WRITING AND PRESENTATION

AGENDA

Course introduction

Briefing on Diagnostic Presentation

Introduction to academic reporting

Student Advisory Services

CAES RULES

- **English spoken at all times during class**
- Attendance - Come to **EVERY** class
- **Medical certificate required for absence or Warning letter issued by your faculty**
- **Be on time – 10 mins after official start time is considered late ☹**
- Plagiarism = Fail!
- Bad weather – university guideline

http://www.exam.hku.hk/A_4.htm

BUSINESS/CLASSROOM ETIQUETTES

- No visible phones?
- No phone ringing
- No Whatsapp/LINE/WE CHAT
- No eating?
- No drinking?
- English only
- Exceptions?

CONTACT INFORMATION

Teacher:

Email: **@hku.hk** **(do not expect teachers access/reply emails after hours or weekends)**

Office: RM 6.xx, Run Run Shaw Tower (Arts Building), Centennial Campus

Tel: 3917 - xxxx

COURSE MOODLE SITE

HKU portal→ My eLearning → Moodle Site CAES 9541

Download course units

Download presentation slides one week after class

Your progress

Welcome to CAES 9541 - Technical English for Electrical and Electronic Engineering

Course Description:

Running alongside the Design Projects, this one-semester, 6-credit course will build and consolidate final year BEng (ElecE), BEng (CE), BEng (CE), and BEng(Sc) Energy Engineering students' ability to compose technical reports and technical papers, and make technical oral presentations. The focus of this course is on helping students to present the findings of their Technical Project in an effective, professional manner in both writ
abstracting, analyzing, organizing and summarizing information;
report/paper writing; and technical presentations. Assessment is

Learning Outcomes:

On successful completion of the course, students should be able

- Write a technical paper that demonstrates a grasp of disciplin
- Produce an abstract that explains technical information to sp
- Present technical information through integrating graphic an
- Make convincing justifications and claims based on real-life d
- Deliver a technical oral presentation which demonstrates acc
  presentation techniques.

You can access course information, course booklet, and online as
you have any question about the course, please contact the cours

Course Information

Course Overview and Learning Outcomes

Course Schedule

Assessments

Assessments, Feedback forms, and Grade Descriptors

Online assessment: Self-Access and Reflection Record

COURSE AIMS

This one-semester, 6-credit course is adjunct to your FYP/SDP

IMPORTANT: We use your Project Report as an example to learn these skills. This is still a separate 6-credit course which may not have exactly the same requirements of your FYP/SDP supervisor

Sharpen your technical report writing skills

Help you acquire verbal and non-verbal delivery skills for professional demonstration and presentation

COURSE LEARNING OUTCOMES

1.2 Specific Course Learning Outcomes

At the end of the course, you will be able to:

On successful completion of the course, students should be able to:

- Write a technical paper that demonstrates a grasp of discipline-specific structure, format and language use;
- Produce an abstract that explains technical information to specialist and non-specialist audiences in a succinct manner;
- Present technical information through integrating graphic and text elements;
- Make convincing justifications and claims based on real-life disciplinary sources; and
- Deliver a technical oral presentation which demonstrates accurate use of language and a grasp of appropriate presentation techniques.

COURSE SCHEDULE (REFER TO UNIT 1 OF BOOKLET)

Week	Booklet Unit	Content	Homework/Due dates*	EE SDP
1 **15 Jan**	1	Course Introduction Report writing • An overview of Report structures • Identifying Purpose • Audience awareness **Pre-Course Diagnostic Presentation (DP)**	Prepare for diagnostic presentation Complete Diagnostic Presentation Reflection	Midterm report submitted in Jan
2 **22 Jan**	2	Report writing: Making use of sources • Paraphrasing, citation, references Introducing Self-Access Reflection Tasks (SAR) • Overview of academic presentation • Written vs Spoken language	Start working on SAR	
3 **29 Jan**	3	Report Writing: Introduction • Writing Effective Introduction and Background Delivering introduction Designing visual aids	Improve the Introduction and Literature Review sections	

ASSESSMENTS

Due Date Mon/Thu Class	Due Date Tue/Fri Class	Assignment	Weighting (%)
Wk of Jan 15,22	Wk of Jan 15,22	Diagnostic Oral Presentation	0
Wk of Jan 15,22	Wk of Jan 15,22	Reflection of Diagnostic Presentation	0
Mar 5	Mar 5	Progress Report	25
Mar 14	Mar 14	Self-Access Reflection Record (SAR)	10
Wk of Apr 2, 9	Wk of Apr 2, 9	Rehearsal of Oral Presentation	0
Wk of Apr 16, 23	Wk of Apr 16, 23	Final Oral Presentation	30
Apr TBD	Apr TBD	Technical Paper	35

Please note the following assessments and specific due dates will be informed by your lecturer. Late submission will lead to a FULL grade deduction. Plagiarism will lead to a FAIL.

TECHNICAL WRITING – KNOWING YOUR AUDIENCE

IDENTIFY YOUR AUDIENCE – TASK 1.1

TASK 1.1 Identify the audience and purpose of various technical texts (10 mins)

Read the following tables of contents for various technical texts. Discuss with a partner sitting next to you, and determine the primary audience for each table of content (e.g., specialist vs managerial audience). Justify your answer by the presence and the order of the sections listed.

Format A

Front Matter

Title Page
Abstract
Table of Contents
List of Figures and Tables
List of Abbreviations and Symbols

Report Body

Introduction
Theoretical Background
Equipment List
Experimental Procedure
Results
Analysis
Conclusion

Appendices

References
Supporting Details

Format B

Front Matter

Letter of Transmittal
Title Page
Executive Summary
Table of Contents
List of Figures and Tables
List of Abbreviations and Symbols

Report Body

Recommendation
Introduction
Decision Criteria
Analysis of Alternatives
Conclusion
Action Required

Appendices

References
Supporting Details

Format C

Front Matter

Letters of Transmittal
Cover Page
Table of Contents
List of Figures and Tables
Project Summary

Report Body

Work Accomplished to Date
Work Remaining
Plans for Next Reporting Period
Problems Encountered
Appraisal of Progress to Date

Appendices

References
Supporting Details

Format D

Abstract

Introduction

Related Studies

Methods

Objectives

Project Schedule

References

Suggested answer:

Format A: mainly specialist audience; Format B: mainly managerial audience
Format C: both; Format D: mainly managerial audience but contingent on the technicality of "related studies" and "method"

Primary considerations –

Specialists: technical considerations
Managers: decision-making in terms of time and money

The headings and their ordering generally reflect these considerations.

IDENTIFY YOUR AUDIENCE – TASK 1.2

TASK 1.2 Identify various technical texts (5 mins)

Suggest a name of the document under each format and consider which format(s) may be adaptable for your use in your final year project.

Format A:
Format B:
Format C:
Format D:

Suggested answer:

Format A: Experimental/scientific Report - adaptable to FYP final report
Format B: Executive/Recommendation report
Format C: Progress report - adaptable to FYP interim report
Format D: Proposal - adaptable to FYP project plan + schedule

TASK 1.3 Propose an outline for your project plan and Senior Design Project (SDP) report (25 mins)

List the element(s) you will add to or remove from the corresponding formats to fulfil the requirements of the project plan and your report to be submitted in your final year project. Work out and write a draft of the outline of your project plan and SDP report. Prepare to explain your outlines to your classmates.

Hint: Think of the requirements stated by your project supervisor and your SDP course website.

TASK 1.4 Identify the structure of a technical paper (10 mins)

Work as a group of three to four. Read the following first few lines of sections of a technical paper. The section headings have been removed and jumbled in order. Put them in the correct order and suggest appropriate headings.

Text 1 [2]

A

With the increasing need of a continuous electrical power supply and the development of smart grid, the role of UPS becomes important. This paper provides a clear understand about the operation of UPS. It focuses on three stages, including switch on transient, charging state and normal operating state. The analytical works are generally done by observing the current and voltage waveform of UPS.

Generally, the experimental results are reasonable and under expectation. One point can be conclude that no matter the performance of switch on transient or charging state operation, the performance of UPS is dependent on the type and structure itself – largest

Suggested answer.

Order: G B F C E A D

G-Abstract
B– Introduction
F– Methodology
C–Theoretical principles
E– Results and discussion
A– Conclusion
D- References

DIAGNOSTIC PRESENTATION

- Present your project topic, progress, and plan
- 3-min presentation per student
- Allow 1-2 minute for a Q&A session.
- MUST include some technical information.
- Prepare NO MORE than 8 slides (print a hardcopy for your instructor)
- Bring your PowerPoint in a USB AND save one copy in your email.
- Be ready to run your presentation on the classroom laptop, not from your own.
- Time yourself and No overrun!
- Dress business casual for the presentation.

COURTESY FOR YOUR FELLOW PRESENTERS

Be punctual

COMPLETE YOUR REFLECTION AFTER THE DIAGNOSTIC PRESENTATION

TASK 1.5 Complete your diagnostic presentation reflection

Reflection is an effective way to learn because it provides an opportunity for you to look back on your own performance and understand your strengths and weaknesses. In order to maximize its full effectiveness, it is advisable to complete your reflection as soon as you complete your task.

Write your reflection of your diagnostic presentation in a Word document and save it into a course folder. It should be around 100 words. We will upload the content onto Self-Access Record (SAR) in Unit 2 next week.

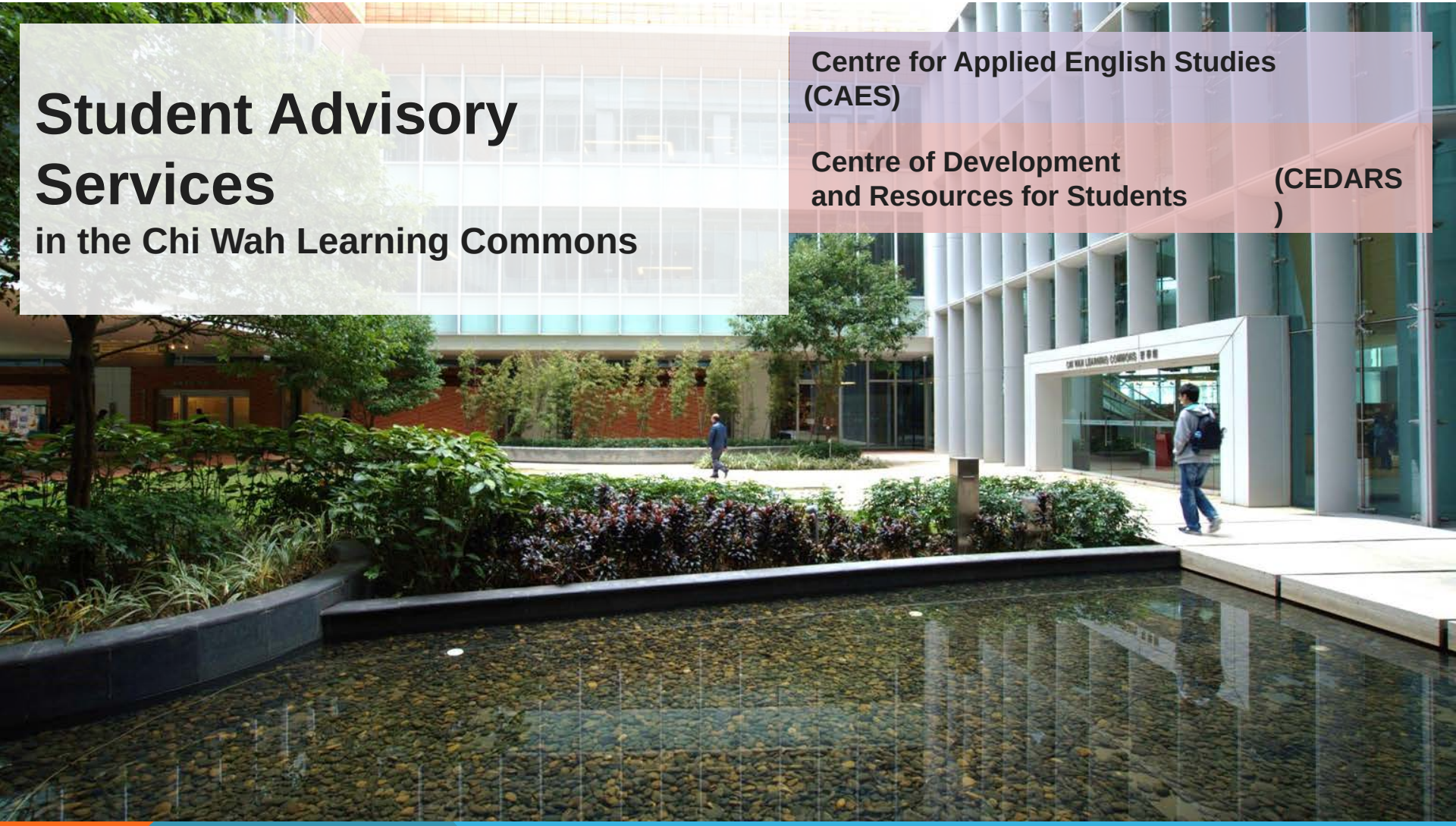
KEY POINTS TO REMEMBER

Key points to remember

- Distinguish between a technical and non-technical audience
- Identify the needs of and adapt your writing for your audience
- Adapt your project and proposal outline from the appropriate sources
- Learn by critiquing other authentic proposals/reports with a checklist
- Pay attention to the objectives of the course and ALL the assignment due dates ☺!!

Student Advisory Services

in the Chi Wah Learning Commons



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Centre of Development and Resources for Students (CEDARS)

A
DVISORY
ONE

Free English Advising!

The Centre for Applied English Studies (CAES) has advisers who can help you with all of your language learning needs, including:

- **Writing support**
- **Speaking practice**
- **Study strategies**
- **CV/cover letter writing**
- **IELTS/GMAT/GRE test prep**

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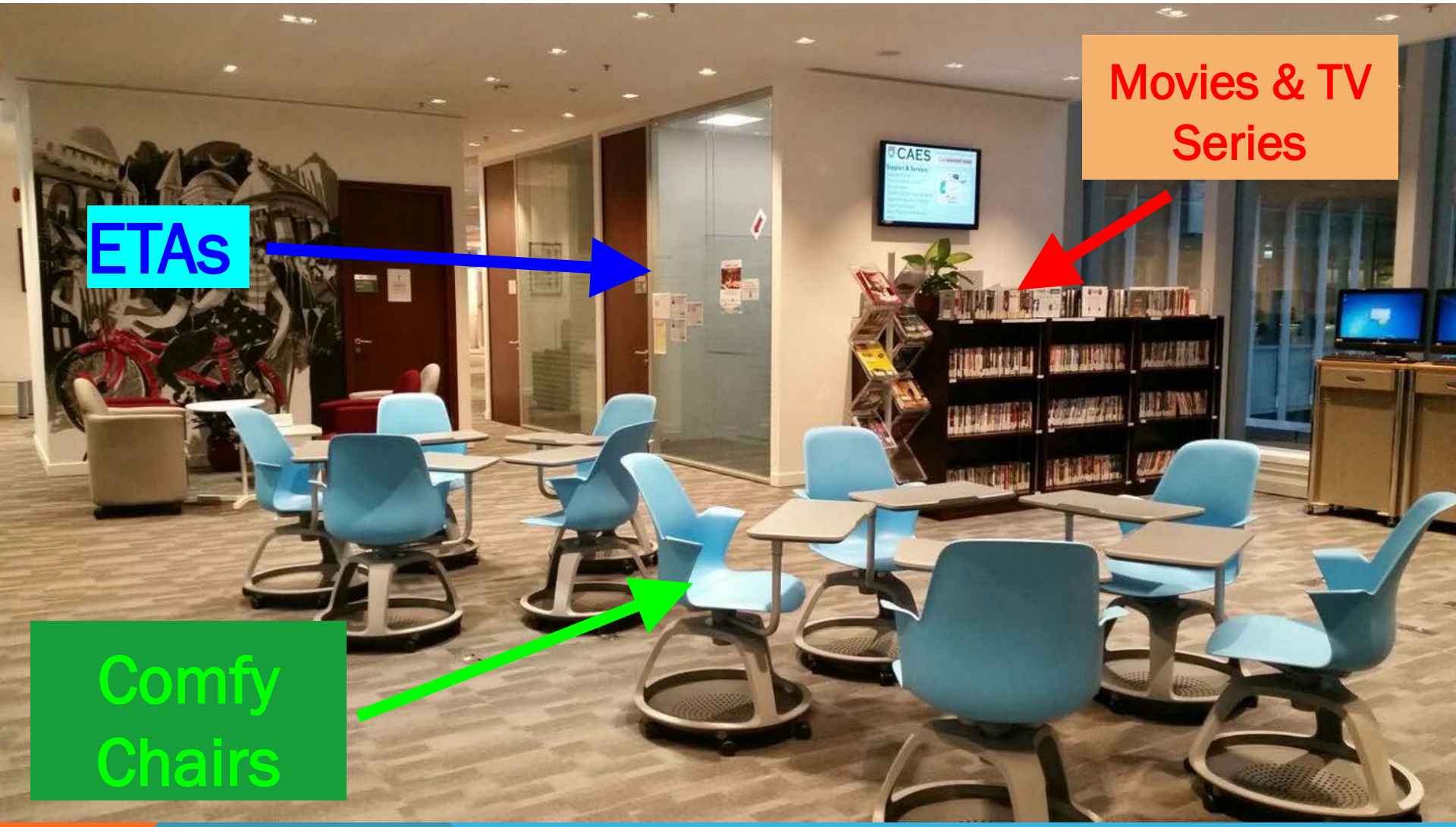
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