

CG1111

CELC Notes for Students

AY2020/2021 Semester 1



Image retrieved from Presentation slides for CEG Freshmen Welcome 2020

Technical knowledge and skills
(CEG Instructors)
+
Technical communication
skills
(CELC Tutors)

CG1111 Engineering Principles and Practice I

Embedded module

CG1111 students are expected to demonstrate the use of verbal and non-verbal techniques for effective delivery of an individual oral presentation on a fundamental engineering principle.

Two CELC workshops on oral presentation skills are embedded into the module. Students are taught oral presentation skills to meet the demands of the required course in an academic context and in the engineering industry. They also receive feedback during one-to-one conferencing sessions with CELC tutors. Workshops and conferencing sessions are conducted online using Zoom.

CELC Tutors:

Group	Tutors
1a	Brenda Yuen
1b	Clare Chong
2a	Jinat Begum
2b	Mahaletchumi D/O Sivalingam
3a	Jinat Begum
3b	Johanna Khoo
4a	Carol Chan
4b	Mahaletchumi D/O Sivalingam

CELC Course Coordinator
Brenda Yuen

New mode of learning

learning online with Zoom

New mode of assessment

Presenting online with Zoom

<https://wiki.nus.edu.sg/display/cit/Zoom+Participant+-+Getting+Started>

CELC Materials

Go to *LumiNUS*>
CG1111>Files> CELC
Workshops

Files

A. Workshop materials

- Notes for Students
- Workshop 1 Slides
- OP Self-reflection Form
- OP Feedback Form
- IEEE Reference
- CELC Plagiarism Policy
- NUS Library Notes on Plagiarism & Academic Dishonesty

B. Report writing

- Information on Technical Report Writing

A. Learning activities

1. Workshops

The two compulsory CELC workshops on oral presentation skills are conducted via *Zoom* in Weeks 1 and 2. Students are divided into sub-groups (i.e., 1a, 1b, 2a, 2b, 3a, 3b, 4a or 4b).

Students complete the preparation tasks prior to the workshops and attend the *Zoom* meetings via the links provided by CELC tutors.

Workshop Schedule

Workshop	Topic	Timeslot
1	Oral presentation skills: Discussion	Group 1a/b: 14 Aug, 10am to 12pm
		Group 2a/b: 14 Aug, 10am to 12pm
		Group 3a/b: 14 Aug, 2pm to 4pm
		Group 4a/b: 14 Aug, 2pm to 4pm
2	Oral presentation skills: Practice	Group 1a/b: 21 Aug, 10am to 12pm
		Group 2a/b: 21 Aug, 10am to 12pm
		Group 3a/b: 21 Aug, 2pm to 4pm
		Group 4a/b: 21 Aug, 2pm to 4pm

Workshop 1: Discussion

By the end of the workshop, students will be able to understand how to:

- structure the content as messages and visual evidence
- use appropriate visual aid techniques to explain the information
- approach/explain the concepts/process logically and concisely

Students identify the assertion-evidence approach for technical presentations and key elements of effective presentations and evaluate two sample presentation videos in groups.

To prepare for Workshop 1, students should download and view the following materials:

- Workshop 1 Slides
- Andrew Getsy's video presentation on Tesla electric vehicles (<https://vimeo.com/189646998>)
- Amel Awadelkarim's video presentation on additive manufacturing in construction (<https://vimeo.com/192160660>)
- Julian Treasure's TED Talk on Voice from 4:16 to 7:20 (https://www.ted.com/talks/julian_treasure_how_to_speak_so_that_people_want_to_listen)

Workshop 2: Practice

Each student gives a **3-minute individual oral presentation** on a computer-engineering topic, followed by a **1-minute Q & A session**. Students are admitted from the *Zoom* waiting room to the *Zoom* meeting at their scheduled timeslot. Students participate in a peer feedback session using the chat tool or another collaborative platform.

Practice Sessions			
AM Group (1a/b and 2a/b)	PM Group (3a/b and 4a/b)	Class no.	No. of students
10:00-10:20	2:00-2:20	Students 01-05	5
10:20-10:40	2:20-2:40	Students 06-10	5
10:40-11:00	2:40-3:00	Students 11-15	5
Buffer			
11:05-11:25	3:05-3:25	Students 16-20	5
11:25-11:45	3:25-3:45	Students 21-25	5

2. Conferencing sessions

Students view the recorded presentations and reflect on their performance and identify their strengths and challenges using the **self-reflection form**. Students are expected to present their self-reflection and ask questions related to the issues that they and/or their peer reviewers have identified during the one-to-one conferencing session on *Zoom*. Each session lasts approximately 15 minutes.

B. Assessed Individual Oral Presentation

Every student is required to do **ONE individual oral presentation** from Week 3 to 12. The presentation must be strictly kept **within 6 minutes**, followed by a **2-minute Q&A session**. CEG Instructors release presentation topics about **11 days** in advance of students' scheduled presentation dates.

Assessment Schedule

		AM Group 1a/2a	PM Group 3a/4a			AM Group 1b/2b	PM Group 3b/4b
Week 3	28 Aug	10-11am	2-3pm	Week 4	04 Sep	10-11am	2-3pm
Week 5	11 Sep	10-11am	2-3pm	Week 6	18 Sep	10-11am	2-3pm
Week 7	03 Oct	10-11am	2-3pm	Week 8	09 Oct	10-11am	2-3pm
Week 9	16 Oct	10-11am	2-3pm	Week 10	23 Oct	10-11am	2-3pm
Week 11	30 Oct	10-11am	2-3pm	Week 12	06 Nov	10-11am	2-3pm

Assessment Criteria

(10% from CELC Instructors; 5% from CEG Instructors)

Students are assessed on the following criteria:

- Content clarity & organization (graded by CEG Instructors only)
- Language use
- Delivery (vocal quality and appearance)
- Visual Aids: Design
- Visual Aids: Technique

Zoom meeting etiquette

When attending *Zoom* meetings, you should:

- check the internet connection.
- choose a place where light is in front of you to avoid backlight from bright windows.
- use a plain background.
- position your web camera properly to show your head and upper part of the body.
- turn off notifications and close unnecessary apps or software.
- log in to *Zoom* early – up to 5 minutes before the meeting starts.
- show your faces (no avatars and stock photos).
- sit up straight and keep your head straight.
- look into the camera to maintain direct eye contact.
- mute your microphones to keep background noise to a minimum when you are not speaking.
- use the 'raise hand' function or chat function to alert your tutor when you have a question.
- stay on task and avoid overlapping audio.

When presenting online, you should

- check the speaker's view if you have framed yourself appropriately.
- start with a genuine smile.
- keep your movements relaxed and slow down your gestures.
- reduce unnecessary non-verbal behaviour, e.g. rocking, swaying, crossing arms, rubbing hands, drumming fingers on the desk, or touching your face.
- Use vocal tone, pacing, facial expressions, hand gestures and posture to elevate your point and presence.