**HW0288 AY23-24 Semester 1**

**Weekly Topic Schedule (Student version)**

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| **Week** | **Topic** | **Notes** |
| **2**  21-25 Aug 23 | Unit 1:  Overview of the final year project (FYP) and  workplace communication |  |
| **3**  \*28 Aug-1 Sept 23 | Unit 2:  FYP reports: Introduction | **\*1 Sept 23: Polling Day Public Holiday** |
| **4**  \* 4-8 Sept 23  Online tutorial | Info-literacy workshop covering the following topics:   * *Finding & deciding your FYP topic* * *Searching for appropriate literature* * *Using citation (e.g. Endnote) & writing software (e.g. LaTex)*   Consultations (Assignment 1: FYP Intro) | **\*8 Sept 23: Students’ Union Day** |
| **5**  11-15 Sept 23 | Unit 3:  Reviewing and citing previous work |  |
| **6**  18-22 Sept 23 | Unit 4:  FYP reports: Materials and methods |  |
| **7**  25-29 Sept 23 | Unit 5:  FYP reports: Results and discussion | **DUE this week: Assignment 1**  **(Writing the introduction)** |
| **RECESS WEEK 2-6 OCT 23** | | |
| **8**  9-13 Oct 23 | Unit 6:  FYP reports: Conclusion and abstract |  |
| **9**  16-20 Oct 23 | Unit 7:  Delivering the FYP report and other technical  presentations |  |
| **10**  23-27 Oct 23 | Unit 8:  Written workplace communication |  |
| **11**  30 Oct-3 Nov 23 | Unit 9:  Oral workplace communication  Unit 10 (e-learning):  Intercultural workplace communication |  |
| **12**  6-10 Nov 23 | **Assignment 2:**  **Oral presentation of an**  **introduction** | **DUE this week: Assignment 2**  **(Oral presentation of an introduction)** |
| **13**  \*13-17 Nov 23 | **Assignment 2:**  **Oral presentation of an**  **introduction**  *Course review and feedback* | **DUE this week:**  **Assignment 3 (Email writing)**  **\*13 Nov 23: Deepavali Public Holiday** |