

Professional Communication 1

Course Syllabus

Course Description

The objective of this course is to provide an essential guide to writing and presenting reports and papers in a clear, concise, and logical fashion. Students will also learn the basic principles of technical writing and professional communication: how to choose appropriate words (one word/one meaning), how to develop effective paragraphs (one paragraph/one topic), how to organize persuasive documents, and how to communicate ideas in real-world environments.

Textbook and Materials

Course materials will be announced in the first lesson.

Grading

Student evaluations will be based on a series of written reports, class participation, and an end of term report.

Course Schedule

Week 1	Introduction to Professional Communication: Importance of accuracy, clarity, and conciseness in technical writing and communication Differences between spoken and written English
Week 2	Professional communication basics 1: Communicating at the sentence level - one word/one meaning, collocation, common errors in Japanese speaker writing
Week 3	Professional communication basics 2: Communicating at the paragraph level: topic sentences, supporting sentences, logical ordering
Week 4	Professional communication basics 3a: Communicating at the text level: audience, purpose, organization
Week 5	Professional communication basics 3b: Communicating at the text level: flow, style, and presentation
Week 6	Planning a research project: choosing a topic and reading the literature Citations, references, and how to avoid plagiarism
Week 7	Writing research papers 1: writing the title and abstract
Week 8	Writing research papers 2: describing methods and processes
Week 9	Writing research papers 3: explaining results
Week 10	Writing research papers 4: discussing results and making conclusions
Week 11	Presentation Basics 1: Writing and speaking conventions in professional communication
Week 12	Presentation Basics 2: Planning an oral presentation
Week 13	Student presentations 1
Week 14	Student presentations 2
Week 15	Summary of course Final report submission details

Other

- ① Students are expected to attend each class, and actively participate in group and class discussions. Students will also be required to complete all homework exercises, and submit an extended report at the end of the semester.
- ② Bringing an advanced English/Japanese dictionary to class is recommended.