

Professional Communication 2 Course Syllabus

Course Description

The objective of this course is to guide students in the writing of common text types (genres) needed when working in scientific and engineering communities and presenting that information in an oral form. Students will first study the essential skills of good professional communication: accuracy, clarity, and conciseness. They will then learn to apply these skills in the writing of e-mails, memos, summaries, proposals, and technical reports. At the end of the course, students will polish their oral presentation skills, and learn how to design an effective presentation that communicates their message in an accurate, clear, and concise manner.

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 Review of Professional Communication 1
Week 2	Professional communication basics: Writing at the sentence, paragraph and text level: audience, purpose, organization, flow, style, and presentation
Week 3	Professional Communication Genres 1a: Email and Memo writing - part 1
Week 4	Professional Communication Genres 1b: Email and Memo writing - part 2
Week 5	Professional Communication Genres 2a: Summary writing - part 1
Week 6	Professional Communication Genres 2b: Summary writing - part 1
Week 7	Professional Communication Genres 3a: Proposal writing - part 1
Week 8	Professional Communication Genres 3b: Proposal writing - part 2
Week 9	Professional Communication Genres 4a: Technical report writing - part 1
Week 10	Professional Communication Genres 4b: Technical report writing - part 2
Week 11	Technical 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.