

Module Outline

Module Code	LE-2503		
Module Title	Communication Skills II: Academic Report Writing and Presentation		
Type of Module	Compulsory Breadth		
Module Credits:	4	Student Workload :	8 hours per week
		Contact hours:	4 hours per week
Prerequisite	<i>LE-1503 Communication Skills I: Academic Reading and Writing Skills</i>		
Anti-requisite	None		
<p>Aims/Objectives/Rationale:</p> <ul style="list-style-type: none"> • To develop students' communication skills in writing academic reports. • To enable students to build on the skills and competencies acquired in <i>LE-1503 Communication Skills I: Academic Reading and Writing Skills</i>, as they learn to write a research report and deliver an oral presentation based on the report. (<i>LE-1503 Communication Skills I: Academic Reading and Writing Skills</i> is a pre-requisite to this module.) 			
<p>Module Content:</p> <p>Throughout the semester, students will be exposed to the different types of academic reports and their structures and sections. They will also learn to read and analyse scientific and progress reports. Students will further develop the necessary skills for writing an effective academic report. These skills include being able to read, understand and use reference materials; incorporating sources by paraphrasing and summarizing and reading and interpreting non-linear materials.</p> <p>For effective delivery of oral presentations, this module will cover the skills of organizing and preparing materials for an oral presentation (structure of an oral presentation and audience awareness); the use of visuals and non-linear data (charts, graphs, tables, etc.); delivery styles and oral discourse conventions; the ability responding appropriately to questions from the audience; as well as appropriate audience protocols.</p> <p>The module will be taught through a combination of seminars, practicum, group and individual work and peer reviews.</p>			
Assessment	Examination:	0%	<p>Continuous Assessment:</p> <p>Report Outline 10%</p> <p>Referencing Test 20%</p> <p>Summative Test 30%</p> <p>(e.g Paraphrasing , Summarising, Academic Styles, Paragraph writing & Interpreting non-linear materials)</p> <p>Written Report 20%</p> <p>Oral Presentation 20%</p>
			100%