



# LC-1114 Communicating Technology (o,w) (3 ECTS)

*This course fulfils the university foreign language requirement. (written + oral)*

Aalto University

## Group H15

**Time:** Fridays 9.00-12.15

**Place:** Room U410b

**Period IV** (3.3.2023 - 14.4.2023)

**Teacher:** Jenni Korvala

**Email:** [jenni.korvala@aalto.fi](mailto:jenni.korvala@aalto.fi)

**Office hour:** by appointment.

## Prerequisites

CEFR-starting level: B2

This course is recommended for students who have already gained some knowledge in their field of study.

## Learning outcomes

Upon completion of this course, the students will be able to

- Recognize the strategies and elements that enhance clarity and audience-friendliness in both oral and written communication
- Apply these strategies and elements in oral presentations and writing related to their field of study
- Distinguish between formal and informal styles of communication

## Content

This course introduces written and oral communication principles and strategies that are applicable to professional and academic purposes. Students begin by writing on a topic from their own field of study. To enhance readability of the texts, students apply organizational patterns, such as problem-solution, as well as employ other writing principles that make comprehension of sentences and paragraphs easier. Based on their written work, students deliver an oral presentation which is videoed for self- and teacher-evaluation. As part of the learning process, students analyse presentations to identify their strengths and areas for improvement, as well as practise organizing and presenting information clearly to a non-expert audience. Throughout this course, students work individually, in pairs and in small groups to develop their presentation and writing skills. In addition, students give and receive constructive feedback on their work and revise it accordingly.

## Course materials

1. Course site: <https://mycourses.aalto.fi>
2. In-class handouts (provided by teacher & online)
3. Online exercises available in MyCourses
4. Writer's Guide for Engineers (available in MyCourses)

## Workload

Small-group instruction	24-36 h
Independent study	45-57 h

## Course requirements

1. Preparatory assignments	40% (Pass/Fail)
2. Final paper (Recommendation Report)	20% (Graded)
3. Online Modules 1-4	20% (Graded)
4. Final oral presentation (Videoed)	20% (Graded)

**Total 100%**

## Evaluation

5	93 – 100% of total points
4	85 – 92%
3	77 – 84%
2	69 – 76%
1	61 – 68%

## Attendance

Participants must attend 80% of the class sessions (absences allowed: 4 x 45 min).

## Written assignments

- must be completed on time. Late submission reduces assignment points by 50%.
- no make-up work accepted.
- teacher feedback on two preparatory assignments submitted to **Turnitin** through **MyCourses**.

**COURSE SCHEDULE, Group H15 (Tentative: subject to change)**

**Spring 2023**

WEEK/DATE	TOPICS	HOMEWORK / Deadlines
<p><b>1/Fri 3.3.</b> 9.00-12.15</p> <p>4 hrs in class</p>	<p><b>Introduction to the course</b></p> <ul style="list-style-type: none"> <li>• Pre-course task</li> </ul> <p><b>Getting to know you</b></p> <p><b>Principles of effective communication</b></p> <ul style="list-style-type: none"> <li>• Audience, purpose and form</li> </ul> <p><b>Problem-solution pattern</b></p> <ul style="list-style-type: none"> <li>• Assignment 2: Introduction</li> </ul>	<p><b>ASSIGNMENT 1: Pre-course task – Topic research (5%)</b> Bring a copy to class and submit the assignment to MyCourses on <b>Friday 3.3.</b></p> <p><b>ASSIGNMENT 2: Introduction</b> (problem-solution) <b>(5%)</b> Bring a copy to class in order to get peer feedback on it in class on Fri 10.3. <b>Deadline:</b> by 9.00 on Friday 10.3.</p> <p><b>ONLINE MODULE 1: Form and Style</b> Work independently on the online module 1. Estimated workload 3-5 hours. <b>Deadline:</b> by 9.00 on Friday 10.3.</p> <p><b>ONLINE MODULE 2: Readability: Given-Before-New</b> Work independently on the online module 2. Estimated workload 3 hours. <b>Deadline:</b> by 9.00 on Friday 10.3.</p>
<p><b>2/Fri 10.3.</b> 9.00-12.15</p> <p>4 hrs in class</p>	<p><b>Organising information:</b></p> <ul style="list-style-type: none"> <li>• Topic Sentences and Paragraphs</li> <li>• Clarity and readability</li> </ul> <p><b>Giving and receiving feedback</b></p> <ul style="list-style-type: none"> <li>• Peer Review of Assignment 2</li> </ul> <p><b>Extended definitions</b></p> <ul style="list-style-type: none"> <li>• Assignment 3: Solution</li> </ul> <p><b>Referencing and avoiding plagiarism</b></p>	<p><b>ASSIGNMENT 2: Introduction</b> (problem-solution). Make any necessary revisions on your introduction based on peer feedback and submit your introduction paragraph to Turnitin for teacher feedback. <b>Deadline:</b> by 4 p.m. on Monday 13.3.</p> <p><b>ASSIGNMENT 3: Solution</b> (Extended definition) <b>(5%)</b> Bring a copy of your extended definition to class in order to get peer feedback on it in class on Fri 17.3. <b>Deadline:</b> by 9.00 on Friday 17.3.</p> <p><b>ONLINE MODULE 3: Readability: Light-Before-Heavy</b> Work independently on the online module 3. Estimated workload 2-3 hours. <b>Deadline:</b> by 9.00 on Friday 17.3.</p> <p><b>ONLINE MODULE 4: Readability: Avoiding Weak Verbs</b> Work independently on the online module 4. Estimated workload 2-3 hours. <b>Deadline:</b> by 4 p.m. on Monday 20.3.</p> <p>NOTE: If you are unable to complete the online modules by 20.3., please contact Jenni.</p>
<p><b>3/Fri 17.3.</b> 9.00-12.15</p>	<p><b>Punctuation review</b></p>	<p><b>ASSIGNMENT 3: Solution</b> (Extended definition). Make any necessary revisions</p>

<p>4 hrs in class</p>	<p><b>Peer review of assignment 3</b></p> <p><b>Final paper info</b></p> <ul style="list-style-type: none"> <li>• Assignment 4: Recommendation report</li> </ul> <p><b>Presentations</b></p> <ul style="list-style-type: none"> <li>• Organizing the presentation</li> <li>• Beginning your presentation</li> </ul>	<p>on your extended definition based on peer feedback and submit the text to Turnitin for teacher feedback.  <b>Deadline:</b> by 4 p.m. on Monday 20.3.</p> <p><b>ASSIGNMENT 4: Recommendation report</b> (Final report) <b>(20%)</b>. Submit the final paper to Turnitin via MyCourses.  <b>Deadline:</b> by 4 p.m. on Monday 17.4.</p> <p><b>ASSIGNMENT 5a: Presentation outline</b>  Answer the questions, write the introduction to your presentation outline and list the main points <b>(5%)</b>. Bring a copy to class to get peer feedback.  <b>Deadline:</b> by 9.00 on Fri 24.3.</p>
<p><b>4/Fri 24.3.</b>  9.00-12.15</p> <p>4 hrs in class</p>	<p><b>Presentations</b></p> <ul style="list-style-type: none"> <li>• Ending your presentation</li> <li>• Guiding your audience (metalinguage)</li> <li>• Effective visuals</li> </ul>	<p><b>ASSIGNMENT 5b: Presentation outline</b>  Add a conclusion and metalinguage to your outline <b>(5%)</b>. Submit the full outline to a submission box (in the section <i>assignments</i>) in MyCourses before your rehearsal session.</p> <p><b>ASSIGNMENT 6: Visuals (5%)</b> Prepare your visuals and use them in the rehearsals. In addition, submit the slides to a submission box (in the section <i>assignments</i>) in MyCourses before your rehearsal. Practise your presentation with your visuals before the rehearsal.</p>
<p><b>5/Fri 31.3.</b>  9.00-12.15</p>	<p><b>Rehearsal presentations</b>  Practising your presentation with full visuals in small groups in class.</p> <p>Note: each student will only come to one session of rehearsal presentations.</p> <p><b>Sign up for the rehearsal in MyCourses!</b></p> <p><b>Session 1 (9.00-10.30) in room U410b</b></p> <p><b>Session 2 (10.45-12.15) in room U410b</b></p> <p><b>Session 3 (9.00-10.30) in room U121a</b></p> <p><b>Session 4 (10.45-12.15) in room U121a</b></p>	<p><b>ASSIGNMENT 7: Rehearsal and peer feedback completed (5%).</b></p> <p><b>ASSIGNMENT 8: Self-evaluation and analysis of recorded rehearsal presentation (5%).</b> Submit to MyCourses within 48 hours of your rehearsal.</p>
<p><b>6/Fri 7.4.</b></p>	<p><b>No classes – spring break!</b></p>	

<p><b>7/Fri 14.4.</b> 9.00-12.15</p> <p>2 hrs in class</p>	<p><b>Final Presentations</b> Note: each student will only come to one session of final presentations.</p> <p><b>Sign up for the final in MyCourses!</b></p> <p><b>Session 1 (9.00-10.30)</b></p> <p><b>Session 2 (10.45-12.15)</b></p>	
<p><b>8/Fri 21.4.</b> 9.00-10.30</p> <p>2 hrs in class</p>	<p><b>Final Presentations</b> Note: each student will only come to one session of final presentations.</p> <p><b>Sign up for the final in MyCourses!</b></p> <p><b>Session 3 (9.00-10.30)</b></p>	