

LC-1117 Integrated oral & written skills (3 ECTS)

Teacher: Susan Gamache

TENTATIVE SCHEDULE, Fall 2020

Session	Topics	Homework
Week 1 (14.9) (Zoom) PRINCIPLES OF SUCCESSFUL COMMUNICATION	Introduction to the course Principles of successful communication (audience, purpose and form)	Task 1: Self-assessment of your own strengths / weaknesses in terms of academic writing & presentation skills + your development goals for this course (5%) Finish online modules "Style and form: Formal grammar" (5%) and "Style and form: formal vocabulary" (5%) before next class.
Week 2 (21.9.) (Zoom) ORGANIZING INFORMATION	Problem-solution pattern Clarity and readability	Finish online modules "given-new" (5%) and "light-before-heavy" (5%) before next class.
Week 3 (28.9) (Zoom) PRESENTATION SKILL STARTERS AVOIDING PLAGIARISM	Reflecting on last week's presentation experience on ELEC- C9801 course Elements of effective presentations Academic writing: avoiding plagiarism	Finish online module "Citing sources and avoiding plagiarism" (5%) before next class.
Week 4 (5.10) (Zoom) ARGUMENTATION & REFERENCING	Citation basics and avoiding plagiarism continued: paraphrasing, quoting and summarizing Turnitin introduction Finding credible sources Subjective vs objective claims	Finish online module "Active verbs" (5%) before next class

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<p>Week 5 (12.10) (Zoom)</p> <p>PRESENTATION WORKSHOP 1</p> <p>ELEC-C9801 Concept presentations (13.10)</p>	<p>Presentation workshop -> preparing for tomorrow's concept presentation ELEC-C9801</p>	<p>Task 2a: Write draft 1 of the introduction section (200-250 words) for your concept report + peer feedback next class (5%)</p>
<p>Evaluation week 19-23.10 NO CLASSES</p>		
<p>Week 7 (26.10) (Zoom)</p> <p>PEER FEEDBACK ON INTRODUCTIONS</p>	<p>Elements of effective feedback</p> <p>Peer feedback on introductions</p>	<p>Task 2b: Write draft 2 of the introduction section for your concept report and submit for teacher feedback through Turnitin.</p>
<p>Week 8 (2.11) (Zoom)</p> <p>WRITING EXTENDED DEFINITIONS</p>	<p>Writing extended definitions (refining the concept)</p>	<p>Task 3a: Write version 1 of your extended definition (250-350 words) + peer feedback next class (5%)</p>
<p>Week 9 (9.11) (Zoom)</p> <p>PEER FEEDBACK ON EXTENDED DEFINITIONS</p>	<p>Peer FB on extended definitions (5%)</p>	<p>Task 3b: Submit version 2 of your extended definition for teacher feedback through Turnitin</p>
<p>Week 10 (16.11) (Zoom)</p> <p>PRESENTATION WORKSHOP 2</p>	<p>Presentation workshop</p> <ul style="list-style-type: none"> - transitions - visuals - delivery (individual and transitions between speakers) - Presentation outline 	<p>Start working on the presentation outline for your final concept and proto presentation</p>
<p>Week 11 23.11- 29.11 (Independent work)</p>	<p>Independent work on your presentation</p>	<p>Task 4: Presentation rehearsal (videoed) + self-reflection (5%)</p>

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Week 12 (30.11) (Zoom) ELEC-C9801 Concept and Proto presentation (1.12)	A voluntary Zoom meeting for those who have some last minute questions on their presentation?	Task 5: Concept and Proto presentation (20%)
Week 13 (7.12)		Task 6: Final design proposal (incl. conclusion) for grading (25%) Task 7: Final self-assessment (5%)