

# LC-1114 Communicating Technology (H07) – Intensive Course

## Course Schedule (26.10-14.12.2020)

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This schedule includes the dates with the weekly topics and deadlines for the online modules, assignments and other coursework. *The schedule is tentative and minor changes may still occur.*

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### WEEK 1 – Mon 26.10.2020 (10:15-14:00)

#### SESSION 1)

##### 1. Be prepared to discuss \*Assignment 1\* (pre-course task: 5%)

- Bring a paper copy to our first class and if necessary, please feel free to revise it after the class.
- SHOULD SUBMIT the final version to MyCourses by 23:55pm on 29<sup>th</sup> October.

##### 2. Topics to be covered in class

- Introduction to the course and assignments
- Principles of successful communication
- The concept of genre
- Problem-Solution pattern (A2)

#### 3. HOMEWORK

- **\*Assignment 2\* preparation**
    - Introduction paragraph: Problem-Solution
    - Bring a copy to class for peer feedback next week!
  - **Start working on \*Online Module 1 (Style & Form)\***
    - Deadline: 9<sup>th</sup> November
    - Note: it will take 3-5 hours to complete this module
- .....

### WEEK 2 – Mon 02.11.2020 (10:15-14:00)

#### SESSION 2)

##### 1. \*Assignment 2\* (10%) should be ready

- Draft of Introduction (Problem-Solution) paragraph (5%)
  - Make sure you bring a paper copy in class and submit the copy to MyCourses
- Giving peer feedback on another student's text in class (5%)

##### 2. Topics to be covered in class

- Clarity and readability
- Organising information
- Elements of effective feedback

- Peer feedback on introduction

### 3. HOMEWORK

- **\*Assignment 2\* submission**
  - Make any necessary changes to your introduction based on peer feedback
  - SHOULD SUBMIT your introduction paragraph to Turnitin for teacher feedback by 10am on 11<sup>th</sup> November
- **Start working on \*Online Module 2 (Given-New Principle)\***
  - Deadline: 16<sup>th</sup> November
  - Note: it will take 3 hours to complete

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## WEEK 3 – Mon 09.11.2020 (10:15-14:00)

### SESSION 3)

1. **\*Online Module 1 (Style & Form)\* should be ready: Deadline is 9<sup>th</sup> November**

2. **Topics to be covered in class**

- Plagiarism
- Referencing
- Extended definition

### 3. HOMEWORK

- **\*Assignment 3\* preparation**
  - Extended paragraph for your report
  - Please bring a copy to class for peer feedback next week
- **Start working on \*Online Module 3 (Light-before heavy principle)\***
  - Deadline: 23<sup>rd</sup> November
  - Note: it will take 2-3 hours to complete

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## WEEK 4 – Mon 16.11.2020 (10:15-14:00)

### SESSION 4)

1-1. **\*Assignment 3\* (10%) should be ready**

- Draft of extended definition (5%)
  - Make sure you bring a paper copy in class and submit the copy to MyCourses
- Giving peer feedback on another student's text in class (5%)

1-2. **\*Online Module 2 (Given-New Principle)\* should be ready**

2. **Topics to be covered in class**

- Collaborative punctuation task
- Peer review of extended definition
- Recommendation report instruction

### 3. HOMEWORK

- **\*Assignment 3\* submission**
  - Make any necessary changes to your extended definition based on peer feedback
  - SHOULD SUBMIT **both your introduction and extended definition paragraphs (as one cohesive text)** to Turnitin for teacher feedback by 10 am on 25<sup>th</sup> November
- **Start working on \*Online Module 4 (Avoiding Weak Verbs)\***
  - Deadline: 30<sup>th</sup> November
  - Note: it will take 3 hours to complete

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### WEEK 5 – Mon 23.11.2020 (10:15-14:00)

#### SESSION 5)

1. **\*Online Module 3 (Light-Before-Heavy Principle)\* should be ready: Deadline is 23<sup>rd</sup> November**

2. **Topics to be covered in class**

- Elements of effective presentations
- Exploring topic, audience and purpose

### 3. HOMEWORK

- No Homework! ☺ (But don't forget, online module 4 should be ready by 30<sup>th</sup> November- Next Monday!)

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### WEEK 6 – Mon 30.11.2020 (10:15-14:00)

#### SESSION 6)

1. **\*Online Module 4 (Avoiding Weak Verbs)\* should be ready: Deadline is 30<sup>th</sup> November**

2. **Topics to be covered in class (Presentation Workshop)**

- Structuring your presentation
- Purpose Statement
- Creating effective transitions
- Creating effective visuals

### 3. HOMEWORK

- **Presentation Outline** (Deadline: 4<sup>th</sup> December)
- **\*Assignment 4\* submission** (Deadline: 7<sup>th</sup> December)

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**WEEK 7 & WEEK 8 schedules for Presentation Rehearsals & Presentation Assessment will be announced later! ☺**