

# LC-1114 Communicating Technology (H5)

## Course Schedule (13.01-31.03.2021)

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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 – Wed 13.01.2021 (12:30-15:45)

#### SESSION 1)

##### 1. Be prepared to discuss \*A1 (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 20<sup>th</sup> January

##### 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

- **\*A2 (Introduction)\* preparation**
    - Introduction paragraph: Problem-Solution
    - Bring a copy to class for peer feedback next week!
  - **Start working on \*Online Module 1 (Style & Form)\***
    - Deadline: by 23:55pm on 27<sup>th</sup> January
    - Note: it will take 3-5 hours to complete this module
- .....

### WEEK 2 – Wed 20.01.2021 (12:30-15:45)

#### SESSION 2)

##### 1-1. \*A2 (Introduction)\* (10%) should be ready

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

##### 1-2. \*A1 (Pre-course task)\* should be submitted by 23:55 pm on 20<sup>th</sup> January

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

- Clarity and readability

- Organising information
- Elements of effective feedback
- Peer feedback on introduction

### 3. HOMEWORK

- **\*A2 (Introduction)\* submission**
  - Make any necessary changes to your introduction based on peer feedback
  - SHOULD SUBMIT your introduction paragraph to Turnitin for teacher feedback by 23:55pm on 3<sup>rd</sup> February
- **Start working on \*Online Module 2 (Given-New principle)\***
  - Deadline: by 23:55pm 10<sup>th</sup> February
  - Note: it will take 3 hours to complete

## WEEK 3 – Wed 27.01.2021 (12:30-15:45)

### SESSION 3)

1. **\*Online Module 1 (Style & Form)\* should be ready by 23:55pm on 27<sup>th</sup> January**

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

- Plagiarism
- Referencing
- Extended definition

### 3. HOMEWORK

- **\*A3 (Extended Definition)\* preparation**
  - Extended paragraph for your recommendation report
  - Please bring a copy to class next week for peer feedback
- **Start working on \*Online Module 3 (Light before heavy principle)\***
  - Deadline: by 23:55 pm 24<sup>th</sup> February
  - Note: it will take 2-3 hours to complete

## WEEK 4 – WED 03.02.2021 (12:30-15:45)

### SESSION 4)

1-1. **\*A3 (Extended Definition)\* (10%) should be ready**

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

1-2. **\*A2 (Introduction) should be submitted by 23:55pm on 3<sup>rd</sup> February**

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

- Collaborative punctuation task

- Peer review of extended definition
- Recommendation report instruction

### 3. HOMEWORK

- **\* A3 (Extended Definition)\* 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 23:55pm on 17<sup>th</sup> February
- **Start working on \*Online Module 4 (Avoiding Weak Verbs)\***
  - Deadline: by 23:55pm 10<sup>th</sup> March
  - Note: it will take 3 hours to complete

## WEEK 5 – Wed 10.02.2021 (12:30-15:45)

### SESSION 5)

1. **\*Online Module 2 (Given-New Principle)\* should be ready by 23:55 pm 10<sup>th</sup> February**
2. **Topics to be covered in class**
  - Elements of effective presentations
  - Exploring topic, audience and purpose

### 3. HOMEWORK

- No Homework. 😊 (But don't forget, A3 submission should be ready by 17<sup>th</sup> February (Next Wednesday)!

## WEEK 6 – Wed 17.102.2021 (12:30-15:45)

### SESSION 6)

1. **\*A3 (Extended Definition)\* should be submitted by 23:55pm on 17<sup>th</sup> February**
2. **Topics to be covered in class**
  - Structuring your presentation
  - Purpose Statement
  - Creating effective transitions
  - Creating effective visuals

### 3. HOMEWORK

- **\*A5 (Presentation Outline)\***
  - Deadline: by 23:55 pm on 25<sup>th</sup> February
- **\*A4 (Final Recommendation Report)\* submission**
  - Deadline: by 23:55 pm on 5<sup>th</sup> March

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**NO CLASS during the evaluation week (22<sup>nd</sup>-26<sup>th</sup> February 2021)**

**1. \*Online Module 3 (Light before heavy principle)\* should be ready by 23:55pm on 24<sup>th</sup> February**

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**WEEK 7 – Wed 03.03.2021 (12:30-15:45)**

**SESSION 7)**

**1. \*A5 (Presentation Outline)\* (5%) should be ready**

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

- Peer feedback on presentation outlines

**3. HOMEWORK**

- **\*A6a (Presentation Slides - Draft)\* submission**
    - Deadline: 12:00 pm on 10<sup>th</sup> March
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**WEEK 8 – Wed 10.03. 2021 (12:30-15:45) & WEEK 9 – Wed 17.03.2021 (12:30-15:45)**

**PRESENTATION REHEARSAL**

*Note: Each student will only attend one session (either week 8 or week 9)*

**1. \*A6a & A6b\* should be ready**

- A6a: Draft of presentation slides (5%)
- A6b: Presentation rehearsal and giving feedback on other students' presentation in class (5%)

**1-2. \*Online Module 4 (Avoiding Weak Verbs)\* should be ready by 11:55pm on 10<sup>th</sup> March**

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**WEEK 10 – Wed 24.03.2021 (12:30-15:45) & WEEK 11 – Wed 31.03. 2021 (12:30-15:45)**

**FINAL PRESENTATIONS (ASSESSMENT)**

*Note: Each student will only attend one session (either week 10 or week 11) for the assessment  
You will be able to choose a timeslot for your presentation via GoogleDocs*