340280 - TEEE-O7P36 - Writing Techniques for Engineering

Coordinating unit: 340 - EPSEVG - Vilanova i la Geltrú School of Engineering
Teaching unit: 736 - PE - Department of Engineering Design
Academic year: 2016

Degree: BACHELOR'S DEGREE IN INDUSTRIAL DESIGN AND PRODUCT DEVELOPMENT ENGINEERING (Syllabus 2009). (Teaching unit Optional)
BACHELOR'S DEGREE IN ELECTRICAL ENGINEERING (Syllabus 2009). (Teaching unit Optional)
BACHELOR'S DEGREE IN INFORMATICS ENGINEERING (Syllabus 2010). (Teaching unit Optional)
BACHELOR'S DEGREE IN MECHANICAL ENGINEERING (Syllabus 2009). (Teaching unit Optional)
BACHELOR'S DEGREE IN ELECTRONIC SYSTEMS ENGINEERING (Syllabus 2010). (Teaching unit Optional)
BACHELOR'S DEGREE IN INDUSTRIAL ELECTRONICS AND AUTOMATIC CONTROL ENGINEERING (Syllabus 2009). (Teaching unit Optional)

ECTS credits: 6

Teaching languages: English

Teaching staff
Coordinator: Elisabet Arnó Macià
Others: Joseph Edward Barr

Degree competences to which the subject contributes

Transversal:
1. SELF-DIRECTED LEARNING. Detecting gaps in one's knowledge and overcoming them through critical self-appraisal. Choosing the best path for broadening one's knowledge.
2. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 2. Using strategies for preparing and giving oral presentations. Writing texts and documents whose content is coherent, well structured and free of spelling and grammatical errors.
3. EFFICIENT ORAL AND WRITTEN COMMUNICATION - Level 3. Communicating clearly and efficiently in oral and written presentations. Adapting to audiences and communication aims by using suitable strategies and means.
4. EFFICIENT ORAL AND WRITTEN COMMUNICATION. Communicating verbally and in writing about learning outcomes, thought-building and decision-making. Taking part in debates about issues related to the own field of specialization.
5. THIRD LANGUAGE. Learning a third language, preferably English, to a degree of oral and written fluency that fits in with the future needs of the graduates of each course.
6. EFFECTIVE USE OF INFORMATION RESOURCES - Level 3. Planning and using the information necessary for an academic assignment (a final thesis, for example) based on a critical appraisal of the information resources used.
7. EFFECTIVE USE OF INFORMATION RESOURCES. Managing the acquisition, structure, analysis and display of information from the own field of specialization. Taking a critical stance with regard to the results obtained.
8. TEAMWORK. Being able to work as a team player, either as a member or as a leader. Contributing to projects pragmatically and responsibly, by reaching commitments in accordance to the resources that are available.

Teaching methodology

Learning objectives of the subject

Remember that at EPSEVG students can obtain the following: Certificate of technical English (2 Technical English
This course also counts towards the accreditation of third language competence required in the new degrees (requirement 9 ECTS).

<table>
<thead>
<tr>
<th>Total learning time: 150h</th>
<th>Hours large group:</th>
<th>45h</th>
<th>30.00%</th>
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<tbody>
<tr>
<td></td>
<td>Hours medium group:</td>
<td>0h</td>
<td>0.00%</td>
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<tr>
<td></td>
<td>Hours small group:</td>
<td>15h</td>
<td>10.00%</td>
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<tr>
<td></td>
<td>Guided activities:</td>
<td>0h</td>
<td>0.00%</td>
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<tr>
<td></td>
<td>Self study:</td>
<td>90h</td>
<td>60.00%</td>
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### Content

<table>
<thead>
<tr>
<th>(ENG) - Resources for academic and professional communication in Englisch</th>
<th>Learning time: 20h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical classes: 2h</td>
<td>Laboratory classes: 6h</td>
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<tr>
<td>Self study: 12h</td>
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<table>
<thead>
<tr>
<th>(ENG) - What is Technical writing?</th>
<th>Learning time: 15h</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical classes: 2h</td>
<td>Laboratory classes: 4h 30m</td>
</tr>
<tr>
<td>Guided activities: 2h</td>
<td>Self study: 6h 30m</td>
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**Description:**
- Why is it important to study technical and professional communication?
- Characteristics of good technical writing
- Types of discourse (narrative, expository, argumentative, descriptive)

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<tr>
<th>(ENG) - The writing process (1) Pre-writing stage</th>
<th>Learning time: 30h</th>
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<tbody>
<tr>
<td>Practical classes: 3h</td>
<td>Laboratory classes: 9h</td>
</tr>
<tr>
<td>Guided activities: 3h</td>
<td>Self study: 15h</td>
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**Description:**
- Planning a text: overview of the communicative situation, the plan sheet
- Analyzing audience & purpose
- Considering style and tone
- Generating ideas and outlining
### (ENG) - The writing process (II) Writing stage

**Learning time:** 30h  
- Practical classes: 3h  
- Laboratory classes: 9h  
- Guided activities: 3h  
- Self study: 15h

**Description:**  
- Drafting: common rhetorical functions in technical writing (description, definition, classification, instructions).  
- Paragraphs: Structuring and developing paragraphs, intra paragraph coherence  
- The essay: Structuring the essay (parts of an essay, thesis statements).  
- Developing essay patterns  
- Providing inter paragraph coherence  
- Incorporating visual aids

### (ENG) - The writing process (III) Post-writing stage

**Learning time:** 30h  
- Practical classes: 3h  
- Laboratory classes: 9h  
- Guided activities: 2h  
- Self study: 16h

**Description:**  
- Revising content and organization  
- Checking for grammatical accuracy  
- Editing for style  
- Proofreading

### (ENG) - Academic and professional documents in English

**Learning time:** 25h  
- Practical classes: 2h  
- Laboratory classes: 7h 30m  
- Guided activities: 2h  
- Self study: 13h 30m

**Description:**  
- Application letters, CVs, cover letters and interview techniques and simulation  
- Electronic communication: using e-mail in professional and academic contexts  
- Technical Reports: format, language structures and comprehension
### (ENG) - Trans Atlantic and Pacific Project (TAPP)

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<th>Learning time: 0h</th>
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<tr>
<td>Practical classes: 0h</td>
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#### Description:
The Trans Atlantic and Pacific Project is a multilateral collaboration with university students in other European universities and in the USA.
It is a writing, testing and translation project with the emphasis for TEEE students on the preparation, drafting, editing after review, re-drafting, testing and final delivery of a set of 'how to' instructions.
Students collaborate and interact electronically with students in the US throughout the process.
Other than delivery of the final project, the objectives of the project are:
- to develop and simulate the professional communication skills needed for participating in a multi-partner project
- to develop and implement professional time-management skills in meeting project deadlines
- to explore and use a variety of electronic/on-line communication options
- to develop and use project management and team-building skills
- to gain awareness of intercultural communication skills and implement them

### Qualification system

- 

### Regulations for carrying out activities

- 

Bibliography

Basic:


