Title:	Technical Communication Skills APPROVED
Long Title:	Technical Communication Skills

Module Code:	COMP7046	**Duration:**	1 Semester

Credits:	5
NFQ Level:	Intermediate
Field of Study:	Computer Software
Valid From:	Semester 2 - 2018/19 (January 2019)
Module Delivered in	**5 programme(s)**
Module Coordinator:	Sean McSweeney
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Module Description:	Presenting and communicating technical information is a challenging task. In this module students will learn the key skills to designing, building and delivering an effective technical and poster presentation.

Learning Outcomes	
On successful completion of this module the learner will be able to:	
LO1	Evaluate different presentation tools and technologies and select the best one based on a set of requirements.
LO2	Design and create a presentation slide template using the technology selected.
LO3	Design, create and plan the content and structure for a presentation of a technical nature.
LO4	Build an effective technical presentation using best practices.
LO5	Communicate effectively by delivering a technical presentation to an audience.
LO6	Communicate a technical idea, subject or project using a poster as a medium.

Pre-requisite learning
Incompatible Modules *These are modules which have learning outcomes that are too similar to the learning outcomes of this module. You may not earn additional credit for the same learning and therefore you may not enrol in this module if you have successfully completed any modules in the incompatible list.*
No incompatible modules listed
Co-requisite Modules
No Co-requisite modules listed
Requirements *This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed. You may not enrol on this module if you have not acquired the learning specified in this section.*
No requirements listed
Co-requisites
No Co Requisites listed

Module Content & Assessment

Indicative Content
Presentation Technologies Technologies -Microsoft Powerpoint, Google Slides, Prezi, Popplet, Presentit, Zoho Show, Zentation, PhotoPeach etc. Criteria when selecting the best technologies to use.
Presentation template design Powerpoint templates. Slide design - slide size, color palette, corporate considerations, slide background, fonts, saving the theme.
Presentation content design Presentation structure. Designing the introduction - getting the audience attention, introducing the subject, getting the audiences attention, previewing the main ideas. Designing the conclusion - summarizing techniques, emphasizing the main points, motivating actions after presentation. Main Body of the presentation - spatial, sequential, categorical, comparative and causation designs. Planning the presentation - mind map.
Building a presentation Understanding the requirements of the presentation - the subject material, the audience, time length, venue. Building a sound argument and methods to prevent errant claims. English usage - word choice, punctuation etc.
Delivering a Presentation Storytelling. Orchestration of slides -continuity and breaks; breaking continuity; transitions; animations. Slide layout best practices. Tips to overcome nerves. Dealing with unexpected events. Handling questions. Tips with delivering content - eye contact, gestures, volume, pace of delivery, time management. Rehearsal. Speaking techniques.
Poster Design Best design practices to designing a poster. Formatting considerations. Content control. Spatial layout considerations. Visual elements.

Assessment Breakdown	%
Course Work	100.00%

Course Work

Assessment Type	*Assessment Description*	*Outcome addressed*	*% of total*	*Assessment Date*
Project	In this project the student will select an appropriate presentation technology given a subject topic to present. They will then design and create a template using that technology and will design the content that forms part of that presentation.	1,2,3	15.0	Week 4
Presentation	The student will build and present their presentation and will present it to their peers in the form of a rehearsal. The student will receive feedback from the rehearsal and will incorporate that into the final presentation.	4,5	20.0	Week 11
Presentation	Using the feedback obtained from the rehersal the student will deliver the presentation again. In this assessment best practices when delivering content, time management and the ability to deal with questions will be evaluated.	4,5	30.0	Week 13
Other	The student will design and create a poster in A0 format communicating a technical idea.	6	35.0	Week 13

No End of Module Formal Examination

Reassessment Requirement
Repeat the module *The assessment of this module is inextricably linked to the delivery. The student must reattend the module in its entirety in order to be reassessed.*

The institute reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time				
Workload Type	*Workload Description*	*Hours*	*Frequency*	*Average Weekly Learner Workload*
Lecture	Lecture underpinning learning outcomes.	1.0	Every Week	1.00
Lab	Lab supporting content delivered in class and practice of presentations.	2.0	Every Week	2.00
Independent & Directed Learning (Non-contact)	Independent Study.	4.0	Every Week	4.00
			Total Hours	7.00
			Total Weekly Learner Workload	7.00
			Total Weekly Contact Hours	3.00

Workload: Part Time				
Workload Type	*Workload Description*	*Hours*	*Frequency*	*Average Weekly Learner Workload*
Lecture	Lecture underpinning learning outcomes.	1.0	Every Week	1.00
Lab	Lab supporting content delivered in class and practice of presentations.	2.0	Every Week	2.00
Independent & Directed Learning (Non-contact)	Independent Study.	4.0	Every Week	4.00
			Total Hours	7.00
			Total Weekly Learner Workload	7.00
			Total Weekly Contact Hours	3.00

Module Resources

Recommended Book Resources

- **Faroult, Stéphane 2016, *Getting the Message Across Using Slideware Effectively in Technical Presentations*, APress [ISBN: 9781484222942]**
- **Edward J. Rothwell, Michael J. Cloud 2015, *Engineering speaking by design : delivering technical presentations with real impact*, CRC Press [ISBN: 9781498705776]**

Supplementary Book Resources

- **Sinclar Goodlad 1993, *peaking Technically - A Handbook for Scientists, Engineers and Physicians on How to Improve Technical Presentations*, World Scientific Pub Co [ISBN: 9781860940347]**
- **Kenneth G. Budinski 2006, *Preparing and Delivering Technical Presentations*, ASTM International [ISBN: 9780803133709]**

This module does not have any article/paper resources

Other Resources

- **Website: *Seminar Topics for Engineering Students***
  https://www.elprocus.com/200-seminar-top ics-engineering-students/
- **Website: *Prezi***
  https://prezi.com/
- **Website: *Google Slides***
  https://www.google.com/slides/about/
- **Website: *Powerpoint templates***
  https://templates.office.com/en-gb/templ ates-for-PowerPoint

Module Delivered in

Programme Code	Programme	Semester	Delivery
CR_KSDEV_8	Bachelor of Science (Honours) in Software Development	6	Group Elective 3
CR_KDNET_8	Bachelor of Science (Honours) in Computer Systems	6	Group Elective 3
CR_KITMN_8	Bachelor of Science (Honours) in IT Management	6	Group Elective 3
CR_KITSP_7	Bachelor of Science in Information Technology	6	Group Elective 3
CR_KCOMP_7	Bachelor of Science in Software Development	6	Group Elective 3