Course Specifications
From the academic year 2017-2018 up to and including the
Communication (E075800)

Course size  (nominal values; actual values may depend on programme)
Credits  3.0  Study time  90 h  Contact hrs  18.0 h

Course offerings and teaching methods in academic year 2018-2019
A (semester 1)  Dutch  
lecture  11.25 h  self-reliant study activities  5.0 h  seminar: coached exercises  2.5 h  lecture: plenary exercises  2.5 h

Lecturers in academic year 2018-2019
Pollefliet, Leen  TW05  lecturer-in-charge

Offered in the following programmes in  2018-2019
Bachelor of Science in Civil Engineering  3  A
Bachelor of Science in Computer Science Engineering  3  A
Bachelor of Science in Chemical Engineering and Materials Science  3  A
Bachelor of Science in Electrical Engineering  3  A
Bachelor of Science in Engineering Physics  3  A
Bachelor of Science in Electromechanical Engineering  3  A

Teaching languages
Dutch

Keywords
Written communication - oral communication - language - spelling - report - dissertation
- business letter and business email - popular scientific article - presentation skills -
body language - job application

Position of the course
Today, people communicate more than previously. But, do we communicate better, do
we exchange our ideas and feelings more accurately in a society of Internet, email,
Facebook and Twitter? What skills should the engineering student master when he
wants to emphasize his technical (and other) abilities during his study period (when
giving presentations, writing emails, reports and dissertations) and in his professional
career later?

Contents
1) Written communication:
• spelling - reports - dissertations - business correspondence
• logical reasoning
• reports = foundation in first bachelor (course Engineering Project)
2) Written and oral communication:
• job application
3) Written and oral communication and more:
• presentation skills
• body language
4) Training of presentation skills

Initial competences
• Good command of written and spoken Dutch
• In-depth study of lectures Writing and Speaking of Engineering Project of first

(Approved) 1
Final competences
1 Understanding that good communication results in successful experiences (study, work, relation ...) and realizing that language problems (in Dutch) can be solved independently by consulting language tools that are available on the Internet.
2 Understanding that a good command of the language is needed if the reader/listener should be impressed with the content of a written text (e.g. report, dissertation, business letter, business email, application letter, popular scientific article, academic poster ...) and of a spoken text (e.g. telephone conversation, presentation, job application, elevator pitch ...).
3 Understanding that body language is the most honest way of communicating and is - frequently - decisive.
4 Write a written document (e.g. a report, a business email, a business letter, an application letter ...) in the appropriate style, in the right tone and without language mistakes and also present them in an attractive lay-out.
5 Give a presentation that is correct in a verbal and a nonverbal way.
6 Interpret (try to interpret) the body language of the other (speaker, listener).

Conditions for credit contract
Access to this course unit via a credit contract is determined after successful competences assessment

Conditions for exam contract
This course unit cannot be taken via an exam contract

Teaching methods
Lecture, self-reliant study activities, lecture: plenary exercises, seminar: coached exercises

Extra information on the teaching methods
- Dynamic and interactive lectures
- Training in small groups (presentation skills)

Learning materials and price
- Workbook: Communication for Engineers - Heartbeat of our society (approximately 12 euro) - students can buy the paper version at student union VTK or download the digital edition that is available on Minerva.
- Handbook: Schrijven: van verslag tot eindwerk - do's & don'ts - Leen Pollefliet - published by Academia Press - latest edition - student price + 25 euro (= book (305 pp.)+ extended webtool on www.eindwerkschrijven.be (with among others many exercises, video lessons ...) (handbook can be bought at student union VTK and can be used during the whole study, in all years.)
- slides (hand-outs on Minerva)

References
References are mentioned at the end of each chapter in the workbook.

Course content-related study coaching
Lecturer is available (in the classroom and by email) for questions and extra guidance

Evaluation methods
continuous assessment

Examination methods in case of periodic evaluation during the first examination period

Examination methods in case of periodic evaluation during the second examination period

Examination methods in case of permanent evaluation
Written examination, open book examination, oral examination, participation, assignment

Possibilities of retake in case of permanent evaluation
examination during the second examination period is possible in modified form

Extra information on the examination methods
Permanent evaluation:
participation in class (among others speaking exercises), test on verbs, individual speaking tasks (e.g. presentation, elevator pitch (video)), individual writing tasks (e.g. email, reflection on personality test, scientific and popular scientific report, application letter, curriculum vitae), written test (use of workbook and handbook are allowed)

Calculation of the examination mark
This unit of study is marked out of of 20 (rounded to a whole number) and is a weighted average of all tasks and assignments and the written test:

(Approved)
• Test on tenses 5 % - Speaking tasks 30 % - Writing tasks 57 % - Written test (before official exam period) 8 %
• Presence during the continuous assessments is compulsory. Unjustified absence will be sanctioned with a minus 1 mark per absence.