

12.5 Description of Module 5

12.5.1 Module Code: GST 05215

12.5.2 Module Name: Technical Writing and Presentations

12.5.3 Number of Credits: 06

12.5.4 Sub-Enabling outcomes:

2.1.1	Achieve clarity, accuracy, conciseness, preciseness, accessibility and audience recognition when writing technical documents
2.1.2	Develop introductory skills in speech and writing
2.1.3	Write effective essays
2.2.1	Describe technical objects and technical processes
2.2.2	Develop a set of instructions, and simple user guide manuals
2.2.3	Develop illustrations, graphics and tables
2.2.4	Make short technical briefings and presentations
2.3.1	Develop resume and various types of business letters, emails
2.3.2	Prepare technical proposals and reports
2.3.3	Prepare adverts, notices, invitations quotations and tender documents
2.3.4	Apply citations and bibliographical skills in writings

12.5.5 Prerequisite Module: GST 04112

12.5.6 Learning Context:

This module will be conducted through lectures, tutorials, case studies, audio visual aids, visits, tours and other pertinent approaches aimed at reinforcing students understanding of the module.

12.5.7 Learning Materials:

Handouts, Desktop computers, electronic and internet services, and a set of references.

References:

- [1] Andrews, C.A (2005) Technical and Business Writing. Houghton Mifflin Company USA.