



**University of Tehran**  
**School of Electrical and Computer Engineering**

<b>Course:</b>	<b>8101246 – Writing &amp; Presentation Skills</b>									
<b>Course type:</b>	EE*						CE*			Credit: ...
	Com	E	P	B	Con	D	SW	HW	IT	
	Required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	Elective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Level:</b>	Undergraduate <input checked="" type="checkbox"/> Graduate <input type="checkbox"/>									
<b>Co-requisite(s):</b>	None.									
<b>Prerequisite(s):</b>	Must have passed at least 100 credits									
<b>Prerequisite by topic:</b>										
<b>Textbook(s):</b>	<p>1. Olson Lesli et. All, “Technical Writing and Professional Communication”, McGraw-Hill Humanities, 2<sup>nd</sup> edition, 1991.</p> <p>2. Anderson T., et all, “Methods, Strategies and Issues in E-Research”, Pearson Education Inc., 2003.</p> <p>3. Gibaldi, J., “MLA Handbook for Writes of research papers”, Modern Language Association of America, 6<sup>th</sup> Edition, 2004.</p> <p>۴. دکتر سید محمد تقی روحانی رانکوهی، شیوهی ارائه‌ی مطالب (علمی و فنی و ...)، نشر جلوه، بهار ۱۳۹۴</p> <p>۵. مهدی محسنیان راد، ارتباط شناسی (ارتباطات انسانی میان فردی، گروهی، جمعی)، فصل اول، نشر سروش، ۱۳۸۷</p>									
<b>Coordinator:</b>	Fattaneh Taghiyareh, Associate Professor, School of ECE									
<b>Goals:</b>	Developing the self-assurance to communicate effectively in the workplace as well as academic places will be the main objective of the course.									
<b>Outcome:</b>	<p>Upon successful completion of the course, students will be able</p> <ol style="list-style-type: none"> <li>To develop the concepts and practices of oral communication.</li> <li>To practice delivery skills and to find their “comfort zone” with group presentations.</li> <li>To introduce and practice a repeatable writing process that can be applied to all communication challenges.</li> </ol>									

	<p>4. To develop planning, organizational and editing strategies for specific types of written letters.</p> <p>5. To understand Communication better and have more effective communication</p> <p>6. To criticize written and oral presentations with well defined metrics</p>								
<b>Topics:</b>	<ul style="list-style-type: none"> <li>• Research method and research advantages</li> <li>• Search in Internet (Information extraction, Information evaluation)</li> <li>• Communication and information transmission</li> <li>• Types of presentations (oral, didactic , written presentation and it's type such as paper, thesis, technical report)</li> <li>• Project proposal writing</li> <li>• Feasibility study report writing</li> <li>• Resume writing</li> </ul>								
<b>Computer usage:</b>	Report Generating, Search the internet								
<b>Assignments:</b>	Write a paper( proposal, progress report, final report) Present the paper( proposal, final) 5-6 homework assignments								
<b>Projects:</b>	none								
<b>Grading:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Assignments:</td> <td style="text-align: right;">15 %</td> </tr> <tr> <td>Paper(writing &amp; present)</td> <td style="text-align: right;">55 %</td> </tr> <tr> <td>Quizzes:</td> <td style="text-align: right;">5%</td> </tr> <tr> <td>Final exam:</td> <td style="text-align: right;">25 %</td> </tr> </table>	Assignments:	15 %	Paper(writing & present)	55 %	Quizzes:	5%	Final exam:	25 %
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Paper(writing & present)	55 %								
Quizzes:	5%								
Final exam:	25 %								
<b>Further readings:</b>	<p>۱. جاناتان لازار و همکاران، روش تحقیق در فناوری اطلاعات (با تاکید بر تعامل انسان و رایانه)، نشر کندکاو، تابستان ۱۳۹۲، (کاوہ بازرگان، عباس بازرگان)</p> <p>۲. سو درو و همکاران، مهارت‌های دانشجویی، نشر سمپاد، زمستان ۱۳۷۷، (دکتر امیر عباس فتاح زاده)</p> <p>3. James D.Lester, Writing Research Papers, harperCollins College, 1995</p> <p>4. Lucy L. Fazio, "The effect of corrections and comm01entaries on the journal writing accuracy of minority– and majority-language students", <i>Journal of Second Language Writing</i>, Vol. 10, pp. 235-249, 2001</p> <p>5. Yuksel A., "Writing publishable papers", <i>Tourism Management</i>, Vol. 24, Iss. 4, pp. 437-446, August 2003</p> <p>6. Marina Dodigovic, "Developing Writing Skills with a Cyber-Coach", <i>Computer Assisted Language Learning</i>, Vol. 15, No. 1, pp 9-25, 2002</p> <p>7. Elizabeth Rowley-Iolivet, "Visual discourse in scientific conference papers A genre-based study", <i>English for Specific Purpose</i>, Vol. 20, pp. 19-40, 2002</p>								

	<p>8. Partridge,B." Thesis and dissertation writing: an examination of published advise and actual practice", <i>English for Specific Purposes</i>, Vol. 21, pp. 125-143, 2002</p> <p>9. J.Onwuegbuzie, "Why can't we all get along? Towards a framework for unifying research paradigms", <i>Education</i>, Vol.122, Iss.3, Spring 2002</p> <p>10. Proposal Writer's Guide , in the <a href="http://www.research.umich.edu">www.research.umich.edu</a></p>
<b>Prepared by:</b>	Fattaneh Taghiyareh
<b>Date:</b>	1396/06/27

*EE: Electrical Engineering		CE: Computer Engineering	
Com	Communications	SW	Software
E	Electronics	HW	Hardware
P	Power	IT	Information Technology
B	Bioelectronics		
Con	Control		
D	Digital System		