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# University of Pretoria Yearbook 2020

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## Professional and technical communication 310 (CJJ 310)

<b>Qualification</b>	Undergraduate
<b>Faculty</b>	<a href="#">Faculty of Engineering, Built Environment and Information Technology</a>
<b>Module credits</b>	8.00
<b>Programmes</b>	<a href="#">BEng Chemical Engineering</a> <a href="#">BEng Chemical Engineering ENGAGE</a>
<b>Prerequisites</b>	CIR 123
<b>Contact time</b>	2 lectures per week
<b>Language of tuition</b>	Module is presented in English
<b>Department</b>	Chemical Engineering
<b>Period of presentation</b>	Semester 1

### Module content

Effective communication with engineering and technical audiences, as well as with the community at large, is taught. The emphasis is on written documentation. Formal communication is characterised by: the use of appropriate language and style; effective structuring of information; the use of modern electronic communication technologies, with emphasis on word processing, spreadsheets, appropriate email protocols, effective use of graphic information, effective and correct presentation of numerical data, correct referencing methods, seamless inclusion of mathematics expressions, tables, diagrams and appendices in written work; appropriate methods for levelling communication to the requirements of the target audience.

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