

University of Pretoria Yearbook 2016

Professional and technical communication 310 (CJJ 310)

Qualification	Undergraduate
Faculty	Faculty of Engineering, Built Environment and Information Technology
Module credits	8.00
Programmes	BEng Chemical Engineering BEng Chemical Engineering Engage
Prerequisites	CIR 123
Contact time	2 lectures per week
Language of tuition	English
Academic organisation	Chemical Engineering
Period of presentation	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.

The information published here is subject to change and may be amended after the publication of this information. The [General Regulations \(G Regulations\)](#) apply to all faculties of the University of Pretoria. It is expected of students to familiarise themselves well with these regulations as well as with the information contained in the [General Rules](#) section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.