

University of Pretoria Yearbook 2019

Professional and technical communication 210 (MJJ 210)

Qualification	Undergraduate
Faculty	Faculty of Engineering, Built Environment and Information Technology
Module credits	8.00
Programmes	BEng Mechanical Engineering BEng Mechanical Engineering Engage
Prerequisites	No prerequisites.
Contact time	2 lectures per week, 2 other contact sessions per week
Language of tuition	Module is presented in English
Department	Mechanical and Aeronautical Engineering
Period of presentation	Semester 1

Module content

Effective communication by engineers. Verbal, written and visual communication are all covered, with a focus on presentations and technical reports as the medium of communication. Effective communication in all three aspects is achieved with an understanding of the audience influence, the structure of information, the structuring of an argument and the effective use of language. Topics covered: Plagiarism, paraphrasing, correct referencing practices and distinguishing between information sources. Business emails and meetings. Body language. Graphical display of data in graphs and slides.

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.