

University of Pretoria Yearbook 2022

Professional and technical communication 210 (MJJ 210)

Qualification	Undergraduate
Faculty	Faculty of Engineering, Built Environment and Information Technology
Module credits	8.00
NQF Level	06
Programmes	BEng (Mechanical Engineering) BEng (Mechanical Engineering) ENGAGE
Prerequisites	No prerequisites.
Contact time	2 lectures per week, 2 tutorials 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 regulations and rules for the degrees published here are subject to change and may be amended after the publication of this information.

The [General Academic Regulations \(G Regulations\)](#) and [General Student Rules](#) apply to all faculties and registered students of the University, as well as all prospective students who have accepted an offer of a place at the University of Pretoria. On registering for a programme, the student bears the responsibility of ensuring that they familiarise themselves with the General Academic Regulations applicable to their registration, as well as the relevant faculty-specific and programme-specific regulations and information as stipulated in the relevant yearbook. Ignorance concerning these regulations will not be accepted as an excuse for any transgression, or basis for an exception to any of the aforementioned regulations.