

# University of Pretoria Yearbook 2023

## 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>NQF Level</b>	07
<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.

### Regulations and rules

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.

**University of Pretoria Programme Qualification Mix (PQM) verification project**

The higher education sector has undergone an extensive alignment to the Higher Education Qualification Sub-Framework (HEQF) across all institutions in South Africa. In order to comply with the HEQSF, all institutions are legally required to participate in a national initiative led by regulatory bodies such as the Department of Higher Education and Training (DHET), the Council on Higher Education (CHE), and the South African Qualifications Authority (SAQA). The University of Pretoria is presently engaged in an ongoing effort to align its qualifications and programmes with the HEQSF criteria. Current and prospective students should take note that changes to UP qualification and programme names, may occur as a result of the HEQSF initiative. Students are advised to contact their faculties if they have any questions.