## *Course Schedule for CAES9542 2023-24*

This course is administered on a three-contact-hour per week/unit basis with a combination of seminars and tutorials with out-of-class learning activities to be assigned.

**Please constantly check Course Moodle for the latest updates to the course schedule.**

| Week | Unit | Content | Homework for Students |
|------|------|---------|----------------------|
| **4 Sep Mon/Thu**<br><br>**1 Sep Tue/Fri** | 1 | **Course introduction**<br><br>**Oral Presentation**<br>• Instruction and Preparation for Diagnostic Presentation (DP)<br><br>**Report Writing**<br>• Overview of purposes structures, and audience awareness of various technical reports | Preparation of diagnostic presentation |
| **7-11 Sep Mon/Thu**<br><br><br>**5-8 Sep Tue/Fri** | 1 | **Oral Presentation**<br>• Diagnostic Presentation (DP) | **Complete reflection after your diagnostic presentation (Deadline = 11 Sept (Mon/Thu classes, 8 Sept (Tue/Fri classes)** |
| **11-15 Sep** | 2 | **Oral Presentation**<br>• Introduction to Self-Access and Reflection (SAR) Record<br>• Overview of purposes, features, and audience awareness of academic presentation<br><br>**Report Writing**<br>• Paraphrasing, using citation and references | Remember to back-up work (word doc) on SAR in case of IT system problem |
| **18-22 Sep** | 3 | **Report Writing**<br>• Writing introduction<br><br>**Oral Presentation**<br>• Designing effective visual aids<br>• Designing and presenting figures and tables | Preparation of Self-access Record (SAR)<br><br>Practice Draft introduction of PR1 (some objective, scope) |

| 25-29 Sep | 4 | **Report Writing – Main Body (1)**<br>• Explaining methodologies<br>• Using technical illustrations: graphics and figures<br><br>**Oral Presentation**<br>• Applying the Assertion Evidence Approach to an oral presentation of your FYP | Draft the methodology section of PR1 (Try to draw some process flow or architecture diagram, etc.) |
|---|---|---|---|
| **2-6 Oct**<br><br>**Mon 2 Oct is public holiday.** | 5 | **Report Writing – Main Body (2)**<br>• Justifying engineering choices<br>• Improving clarity and cohesion<br><br>**Oral Presentation**<br>• Delivery and paralinguistic features<br>• Signposting and Transition | Completion of one SAR task |
| 9-13 Oct | 6 | **Report Writing – Main Body (3)**<br><br>• Reporting and discussing findings and results<br>• Improving cohesion in writing through New vs Given structures<br><br>**Oral Presentation**<br><br>• Anticipating and handling various situations in a Q&A session<br>• Improving your oral delivery by focusing on word stress, chunking, and thought groups | Write limitations or potential problems and plan for overcoming them |
| **16-20 Oct** | | **Reading Week**<br><br>**There will be a make-up class on Monday 16th October for Mon/Thu classes.** | Preparation for Progress Report 1 and SAR |
| **12/16 Oct Mon/Thu**<br><br>**13/24 Oct Tue/Fri** | 7 | **Report Writing – Conclusion & Abstract/Summary**<br>• Writing conclusion and summary/abstract<br>• Reflecting on difficulties encountered | **Submission of Progress Report 1**<br><br>**25 Oct Noon** |
| **26 Oct Mon/Thu**<br>**27 Oct Tue/Fri** | 8 | **Report Writing**<br>• Language practice and identifying common writing mistakes<br>• Front and Back matter | |

| | | | |
|---|---|---|---|
| **30 Oct – 3 Nov** | 9 | **Consultation Workshop on Progress Report 1** | **Submission of ALL SAR tasks**<br><br>**1 Nov Noon** |
| **6-7 Nov**<br><br>**9-10 Nov** | 9 | **Consultation Workshop on Progress Report 1 (Continuation)**<br><br>**Oral Presentation rehearsal and feedback** | Preparation of Rehearsal |
| **13-17 Nov** | | **Oral Presentation rehearsal and feedback (Continuation)** | Preparation of Progress Report 2 |
| **20-24 Nov** | | **Course Wrap-up and Student Feedback**<br><br>**Final Presentation** | Preparation of Progress Report 2 |
| **27-30 Nov** | | **Final Presentation (Continuation)** | **Submission of Progress Report 2**<br><br>**30 Nov Noon** |