Study programme(s): Computer Science	
Level: bachelor	
Course title: Professional Communication and Writing Skills	
Lecturer: Dragan Mašulović, Zoran Budimac, Mirjana Ivanović	
Status: obligatory	
ECTS: 4	
Requirements: ---	

Learning objectives

In this course students shall acquire basic skills in writing and presenting orally results of their work; and will be able to demonstrate and apply those skills in case of written reports and oral presentations of various lengths.

Learning outcomes

At the end of the course a successful student will understand the structure of a professional report, be it in written or oral form, and will be able to prepare an oral presentation and a written report on a topic that relates to his/her profession.

Syllabus

- The structure of a written report (title, authors, abstract, keywords, introduction, related work, exposition of results, concluding remarks, acknowledgements, references);
- Preparing the introduction, writing about related work and methodology, writing about results and concluding remarks
- References: styles, libraries of references
- Writing the abstract and choosing the title
- Cross-referencing
- Tools for preparing written reports (MS Word, LaTeX) and their structuring and cross-referencing capabilities
- The structure of an oral presentation (title, authors, introduction, related work, exposition of results, concluding remarks, acknowledgements)
- Understanding the audience
- The structure of slides, Do's and dont's when preparing slides
- The relationship between the written and the oral presentation of the same topic
- Timing
- Taking questions
- Tools for preparing slides (MS PowerPoint, LaTeX) and their structuring capabilities

Literature

H. Glasman-Deal: "Science Research Writing for Non-Native Speakers of English", Imperial College Press, 2010
J-L. Lebrun: "When the Scientist Presents", World Scientific Publishing Co, 2010

Weekly teaching load

Lectures: 2	Exercises: 1	Practical Exercises: 0	Student research: 0	Other: **0**

Teaching methodology

Demonstration, working in small groups, individual and group presentations

Grading method (maximal number of points 100)

Pre-exam obligations	points	Final exam	points
Short oral presentation (10 min)	*15*	*Oral exam*	*30*
Longer oral presentation (30 min)	*20*		
Short written report (1/2 page)	*15*		
Longer written report (5-7 pages)	*20*		