

Assignments for students in technical communication, 1DV510 - English

A. The Report

The text is academic and therefore must follow the academic style regarding language use. The citations and referencing should utilise the IEEE system. You should write a maximum of 10 A4 pages including title page, abstract, table of contents and references. The report should be aimed at a potential reader who is your peer in terms of educational level, but who does not have specialist knowledge in your chosen subject. Note:

- a) The report should pose research questions. These will then be answered, discussed and a conclusion given
- b) The report is therefore NOT 'write all you know about' and you are not to present a mass of facts and figures that are not discussed.
- c) Likewise, all assertions must be proven and referenced as evidence of research.
- d) All reports are monitored electronically for plagiarism. The penalties for copy and pasting from external sources or previous student papers are severe.

Draft 1

In this first assignment, you will write a text that consists of the introduction plus research questions. The text should present the topic of your intended report and should be computer science related. Students will be given advice and feedback from the teachers as to the suitability of the subject as well as any advice to develop the report.

Students may submit in PDF or Microsoft Word readable formats.

Peer review (Draft 2)

You will read and review a draft report written by one of your fellow students. The instructions for peer review will be provided in the lecture and via separate document posted on MyMoodle.

Students may submit in PDF or Microsoft Word readable formats. Students are advised to use the template.

Draft 3

This is the first complete draft of your report. It should contain all sections and follow the guidelines laid down in the lectures: you should follow them. As well as following the structure and style of an academic report, you should also make sure that your spelling and grammar are up to standard. You will be given feedback at this stage to prepare for the next stage.

Students are advised to submit in PDF format and use the template.

The seminar version (Draft 4)

This draft of your report should be complete and take into account the feedback from draft 3. You should be ready to defend your report at the seminar.

Students are required to submit in PDF format and use the template.

Seminar

The final version of the report will be presented in a seminar consisting of six students and one or more teachers. The report is subject to opposition by both the opponent and the teachers in a seminar. Separate instructions will be posted on MyMoodle.

Important note: Although the report is not assessed at this stage, student participation as both proponent and opponent is part of the examination. The seminar is graded pass or fail only.

Assessment Version

Following the seminar, you will prepare a final report which will be assessed. Students are required to submit in PDF format and use the template.

This paper must also be submitted as an LaTeX version (see below).

Your final grade is awarded is given according to the published criteria and is assessed on this final version of the report.

B. Oral presentation

The oral presentation is part of the examination. You will make an oral presentation for 5 minutes. You may choose any computer science related topic although most students choose the same topic as in their report. If you choose the same subject you will have to restructure your text to be able to use it for an oral presentation.

Adhere to the rhetorical aspects that were highlighted in the lectures. You can choose which kinds of visual aids you wish to use. Most students use PowerPoint, but you are not obliged to do so. You are also required to give feedback to each presentation. Use the speaker-listener review. Both the presentation and the response are part of the examination.

The oral presentation is graded pass or fail only.

C. LaTeX

Parallel to the preparation of the report, students will be given instruction in LaTeX. A version of the paper must be submitted in LaTeX.

LaTeX is graded pass or fail only.

Notes

- i. To pass the course, all assignments must be completed. This applies to oral presentations, written texts and peer responses/oppositions, which of which are compulsory. There will be one opportunity to re-take the oral presentation and the seminar as well as re-submit the assessment version (and LaTeX). Any student not passing all sections or during the retake will be asked to re-register for the course in the next academic year. There are no exceptions.
- ii. Any failure to meet course deadlines will be regarded as not submission. Extensions will not be granted notwithstanding *force majeure*.

- iii. Plagiarism of any kind is a serious breach of academic procedure and each and every case will be dealt with. Ignorance as to what constitutes plagiarism, is not considered a valid defence to a charge of plagiarism.
- iv. Reports submitted in formats other than those advised or mandated for each stage will not be accepted. The student is responsible for the correct format and that the document are both openable and readable.
- v. All submitted documents should be named with the student's first and second names and the report stage e.g.

julia smith draft 1.docx

or

ali_abbas_seminar_version.pdf

Any deviation will be counted as a non-submission