

Technical English

Electronics and Electrical Communications Department

Graduate Studies

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This course aims to improve the student's abilities in technical English:

- to understand when listening or reading and
- to correctly convey the information when speaking or writing.

Required texts:

- "Elements of Style" by Willam Strunk. Available at:
<http://sut1.sut.ac.th/strunk/>
- "Technical Writing" by Ronald B. Standler. Available at:
<http://www.rbs0.com/tw.htm>
- "Elements of Style for Web Design" by Christine A. Quinn. Available at:
<http://www.stanford.edu/~cquinn/papers/bostonpaper.html>
- "Guidelines for Typography in NBS" by Charles Hedrick. Available at:
<http://www.nbs.rutgers.edu/~hedrick/typography/typography.janson-syntax.107514.pdf>

Resources on writing and oral presentations:

<http://owl.english.purdue.edu/handouts/>
<http://www.angelfire.com/stars/techwriter/index.html>

Course outline:

1. Introduction
2. Study skills
 - <http://www.coun.uvic.ca/learn/read.html>
 - <http://www.adm.uwaterloo.ca/infocs/study/>
 - http://directory.google.com/Top/Reference/Education/How_To_Study/
3. Effective reading
 - <http://www.une.edu.au/tlc/aso/reading.htm>
 - <http://www.jcu.edu.au/studying/services/studyskills/effreading/>
4. Elements of Style: Elementary rules of usage
5. Elements of Style: Elementary principles of composition
6. Technical Writing

7. References and bibliography
8. Elements of Style for Web Design
9. Typography and tools (Unix, T_EX/L^AT_EX, FrameMaker, ...)
10. Visuals
11. Specific documents: Resume, Cover letter, Statement of purpose
 - <http://jobsmart.org/tools/resume/>
 - <http://www.careers.ucr.edu/Students/Graduates/CV/>
 - <http://www2.sjsu.edu/faculty/gcallaghan/graduate/winningstatement.htm>
 - <http://www.cs.umd.edu/~arun/grad/sop.html>
12. Specific documents: Research proposal/ Grant application
 - <http://cpmcnet.columbia.edu/research/writing.htm>
 - <http://www.research.fsu.edu/facultystaff/resources.html>
 - http://vpf-web.harvard.edu/osr/proposal/prop_pr_tips.shtml
 - <http://www.seanet.com/~sylvie/grants.htm>
 - <http://www.cpb.org/grants/grantwriting.html>
13. Specific documents: Paper, Thesis
 - <http://www-2.cs.cmu.edu/afs/cs.cmu.edu/user/mleone/web/how-to.html>
 - <http://www.sce.carleton.ca/faculty/chinneck/thesis.html>
 - <http://owl.english.purdue.edu/handouts/general/>
14. Conference presentations
 - <http://www.cs.wisc.edu/~markhill/conference-talk.html>
 - <http://www.psichi.org/conventions/tips.asp>
15. Interviews
16. Applying for a university abroad
 - http://www.grad.umn.edu/prospective_students/application_information/process/
 - <http://polaris.gseis.ucla.edu/pagre/grad-school.html>

To benefit from the course please

- read through the material *before* coming to class
- come prepared with your questions
- get involved in the discussion
- complete all the assignments