# UNIVERSITY OF PANNONIA

## SUBJECT DATASHEET

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| **Semester:** | 2010/11/1 |
| **Subject:** | Effective technical communication |
| **Code:** | VEMKVVB232K |
| **Responsible department:** | Department of Process Engineering |
| **Responsible department code:** | MKFO |
| **Responsible lecturer:** | Dr. János Abonyi |

**Educational objectives:**

To teach the students for the potential benefits of information technology in the technical communication by providing case studies and workflows.

**Detailed content of the subject:**

1: MS Word styles, objects 2: Automated generation of documents 3: Data visualization 4: Reports 5: PFD and P&I diagrams 6: Web based communication I. 7: Web based communication II. - Blogs 8: Presentation, PowerPoint, PREZI 9: Literature survey, patents, databases

**Requirements:**

Grading is based on one written midterm examinations and one written final examination. The final mark is determined according to following table based on the weigthed average of the points obtained for the midterm and the final written examination (final 30%, and for the assignment 70%): % final mark above 80 excellent (5) 70-79.99 good (4) 60-69.99 medium (3) 50-59.99 pass (2) below 50.99 fail (1)

**Required and suggested references:**

1. Eisenberg, A.: Effective Technical Communication McGraw-Hill, Inc. 1992 2. Nancy L. Hoft International Technical Communication : How to Export Information about High Technology (Wiley Technical Communications Library) 3. The Handbook of Technical Writing, Seventh Edition by Gerald J. Alred, Charles T. Brusaw, Walter E. Oliu; St. Martin's Press; 2003 4. Mike Markel: TechComm Web Technical Communication, Seventh Edition, http://bcs.bedfordstmartins.com/techcomm/