



## COURSE DATASHEET

<b>Semester:</b>	2012/13/2
<b>Course:</b>	Communication in Engineering
<b>Code:</b>	VEMKVVB222K
<b>Responsible department:</b>	Department of Hydrocarbon and Coal Processing
<b>Department code:</b>	MKOL
<b>Responsible instructor:</b>	Csilla Varga

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### Course objectives:

Building-up such skills and techniques which usage is daily in engineering

### Course content:

General communication, Editing of scientific and technical documents, Writing of technical texts, Composing and editing strategies, Techniques. Editing for style, lapses in grammar, Interviewing. Using the library, Writing descriptions, definitions and instructions, Letters and job-related correspondence, Abstracts and summaries, Memos and memo reports, Writing longer reports, Writing proposals, Preparing and giving technical lectures and talks, Giving information, persuasion and entertainment

### Requirements, evaluation and grading:

Attendance in seminars, preparing exercises and handling in time are compulsory.

### Required and recommended readings:

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/>