

Course Unit Descriptor

Study Programme: Computer Science			
Course Unit Title: Professional Communication and Writing Skills			
Course Unit Code: CS391			
Name of Lecturer(s): Dragan Mašulović, Zoran Budimac, Mirjana Ivanović			
Type and Level of Studies: Bachelor Academic Degree			
Course Status (compulsory/elective): Obligatory			
Semester (winter/summer): Summer			
Language of instruction: Serbian (primary), English (secondary)			
Mode of course unit delivery (face-to-face/distance learning): Face-to-face			
Number of ECTS Allocated: 4			
Prerequisites: None			
Course Aims: 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: <ul style="list-style-type: none"> • 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 don'ts 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			
Required Reading: 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 Contact Hours: 3	Lectures: 2	Practical work: 1	
Teaching Methods: Demonstration, working in small groups, individual and group presentations			
Knowledge Assessment (maximum of 100 points):			
Pre-exam obligations	points	Final exam	points

Short oral presentation (10 min)	15	written exam	
Longer oral presentation (30 min)	20	oral exam	30
Short written report (1/2 page)	15		
Longer written report (5-7 pages)	20		
The methods of knowledge assessment may differ; the table presents only some of the options: written exam, oral exam, project presentation, seminars, etc.			