

课程大纲 COURSE SYLLABUS

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| 1. | 课程代码/名称 Course Code/Title | 学术报告入门 EFFECTIVE PRESENTATIONS IN SCIENCE AND ENGINEERING |
| 2. | 课程性质 Compulsory/Elective | 通识选修 |
| 3. | 开课单位 Offering Dept. | 电子与电气工程系 Department of Electrical and Electronic Engineering |
| 4. | 课程学分/学时 Course Credit/Hours | 32 hours / 2 credits |
| 5. | 授课语言 Teaching Language | 中文 |
| 6. | 授课教师 Instructor(s) | 马俊 |
| 7. | 开课学期 Semester | 秋季学期 |
| 8. | 是否面向本科生开放 Open to undergraduates or not | No |
| 9. | 先修要求 Pre-requisites | (如面向本科生开放, 请注明区分内容。 If the course is open to undergraduates, please indicate the difference.) None |
| 10. | 教学目标 Course Objectives | (如面向本科生开放, 请注明区分内容。 If the course is open to undergraduates, please indicate the difference.) As the results of the learning opportunities and activities of this course, the students will be able to: <ol style="list-style-type: none"> 1) Understand the importance of presentations in science and engineering, as well as their inherent problems. 2) Identify the audience, purpose, organization, flow, style, and delivery of presentations. 3) Use natural-sounding linking phrases and expressions when navigating presentations 4) Design clear and attractive slides. 5) Cite sufficient and appropriate reference resources and data in presentations. 6) Deliver a clear and logic information in the presentation. 7) Control nerves and deliver a presentation with confidence and authority. 8) Understand how to deal with questions from the audience. |
| 11. | 教学方法 Teaching Methods | (如面向本科生开放, 请注明区分内容。 If the course is open to undergraduates, please indicate the difference.) Material for this course will be presented using multiple teaching approaches: lecture and discussion, exploration and inquiry, field experiences, cooperative group work, demonstrations, role plays, and/or presentations. |
| 12. | 教学内容 Course Contents | (如面向本科生开放, 请注明区分内容。 If the course is open to undergraduates, please indicate the difference.) |
| | Week 1 | Introduction: (1) General Introduction: aims of course. evaluation procedure. |

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| | <p>(2) Overview of oral presentations in science and engineering: importance and types of oral presentations in science and engineering.</p> <p>(3) Introductory-presentation: experiencing the problems of talking in front of people.</p> <p>(4) Introductory-presentation: understanding body language.</p> |
| Week 2 | <p>Considerations when preparing an oral presentation Audience, purpose, organization, flow, style.</p> |
| Week 3 | <p>Presentation Delivery</p> <p>(1) Presentation delivery approaches.</p> <p>(2) Importance of visual aids and problems with using slides.</p> <p>(3) Designing effective slides (PowerPoint tutorial).</p> <p>(4) Speed, stress, intonation, and pronunciation.</p> |
| Week 4 | <p>Overview of presentation One</p> <p>(1) Overview of presentation one - topics of general interest</p> <p>(2) General design and format for presentation one.</p> <p>(3) Guidelines for preparing presentations and completing evaluation reports</p> |
| Week 5 | <p>Presentation One (a) - Topics of general interest in science and engineering (12 minute presentation + 3 minute question/answer + video recording).</p> |
| Week 6 | <p>Presentation One (b) - Topics of general interest in science and engineering (12 minute presentation + 3 minute question/answer + video recording).</p> |
| Week 7 | <p>Review of Presentation One Presentation One review: video, discussion and feedback</p> |
| Week 8 | <p>Presentation Two</p> <p>(1) Overview of Presentation Two – Introduction to group meeting</p> <p>(2) General design and format for Presentation Two.</p> <p>(3) Guidelines for preparing presentations and completing evaluation reports.</p> <p>(4) Group Work</p> |
| Week 9 | <p>Presentation Two (a) - Topics of general interest in science and engineering (35 minute presentation + 10 minute question/answer + video recording).</p> |
| Week 10 | <p>Presentation Two (b) - Topics of general interest in science and engineering (35 minute presentation + 10 minute question/answer + video recording).</p> |
| Week 11 | <p>Review of Presentation Two Presentation One review: video, discussion and feedback</p> |
| Week 12 | <p>Language of presentations</p> <p>(1) Explaining the title, outline, and summary.</p> <p>(2) Explaining the background, problem, materials, methods, and processes</p> <p>(3) Explaining and discussing data in the form of figures and tables</p> <p>(4) Understanding and answering questions from the audience</p> |
| Week 13 | <p>Presentation Three</p> <p>(1) Overview of Presentation Three – Topics from specialist field of study</p> <p>(2) General design and format for Presentation Two.</p> <p>(3) Guidelines for preparing presentations and completing evaluation reports.</p> |
| Week 14 | <p>Presentation Three (a) - Topics from specialist field of study (12 minute presentation + 3 minute question/answer + video recording).</p> |
| Week 15 | <p>Presentation Two (b) - Topics of general interest in science and engineering (35 minute presentation + 10 minute question/answer + video recording).</p> |

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| | Week 16 | Review of Presentation Three Presentation One review: video, discussion and feedback |
| 13. | 课程考核 Course Assessment | |
| | <p>(⊕考核形式 Form of examination; ⊙.分数构成 grading policy; ⊕如面向本科生开放, 请注明区分内容。 If the course is open to undergraduates, please indicate the difference.)</p> <p>1. Form of examination: Observations of students in presentations one, two and three.</p> <p>2. Grading policy: Attendance: 10% Performance in Presentation One: 25% Performance in Presentation Two: 25% Performance in Presentation Three: 50%</p> | |
| 14. | 教材及其它参考资料 Textbook and Supplementary Readings | |
| | <p>1. Textbook: Anthony, L. (2010) Presenting Research in Science and Engineering (2nd Edition). DTP Publishing, Tokyo, Japan.</p> | |