

Writing and Presentation Skills

Course Title	Writing and Presentation Skills		
Course Code	COM114D	Course Type	General Education Required Courses
Credit	3	Contact Hours	45
Prerequisites	None	Co-Requisites	None
Duration	15 weeks	Class Type	Lecture

SolBridge GACCS Objectives	%	Learning Objectives
1. Global Perspective	10	1. Be introduced to the fundamental skills of academic writing and presenting
2. Asian Expertise	10	2. Make use of basic research sources
3. Creative Management Mind	10	3. Recognize and avoid plagiarism
4. Cross Cultural Communication	50	4. Understand basic formatting expectations of written academic work
5. Social Responsibility	20	5. Utilize various strategies and organizational techniques in writing and presentation
		6. Develop collaborative group communication and writing skills
		7. Exhibit visual presentation skills

Course Description

This course is designed to meet the basic business presentation and writing skills for a working professional. The presentation component will prepare students for various aspects of academic or business presentations including: in-class presentations, seminars, conferences and business proposals. Students will be instructed in how to research, write and give a presentation, ask appropriate questions in Q & A sessions, and to facilitate conference sessions and panels. In the writing component, students will learn the techniques to organize material for concision, to effectively write various types of business documents such as memos, short essays, business letters, e-mails and resumes. Students will also learn about proper usage of grammar and style, and netiquette

Learning and Teaching Structure

The Course will be taught as a mixture of lectures, exercises and assignments. Important strategic concepts will be introduced via classroom lecture and discussion while exercises and assignments will allow the student to gain knowledge of the practical aspects of strategic management on a holistic basis, and see these concepts applied in real-life situations. The course will be conducted using Moodle, and all students must familiarize themselves with Moodle usage.

Assessment	%	Text and Materials
Attendance	20	Title: Writing Academic English
Class participation	10	Edition: 4th edition
Midterm Examination	20	Author(s): Alice Oshima & Ann Hogue
Assignments	10	Publisher: Pearson-Longman
Final Presentation	15	ISBN-10: 0-13-152359-7
Final Exam	25	

Course content by Week

1	Introduction, Presentation Assignment and In Class Writing
2-8	Presentation
9	Midterm Examination
10	Presentations, Research Paper Introduction
11	Research Paper: Outlining
12	Research Paper: Research and Plagiarism
13	Research Paper: Writing the rough draft
14-15	Final Presentation and Final Paper