

Technical Communication 3

FSP011

Session 1: Welcome to the course!

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Today's agenda

- Introduction to project: Ann-Sofie Cans and Per Malmberg
- Overview of FSP011 project
- Getting you started working!



Image by Johnson Wang via Unsplash

In-person or online: it depends!

- We must follow all regulations issued by the Swedish health agency
- Most sessions are planned to be in-person, but may be switched to Zoom if/as needed
- Check your email frequently for announcements
- See the “Compliance with health regulations” page in the “Course information” module on the FSP011 Canvas page for more information



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Tools and resources

Images by Hans Reniers and Kailyn Baker via Unsplash

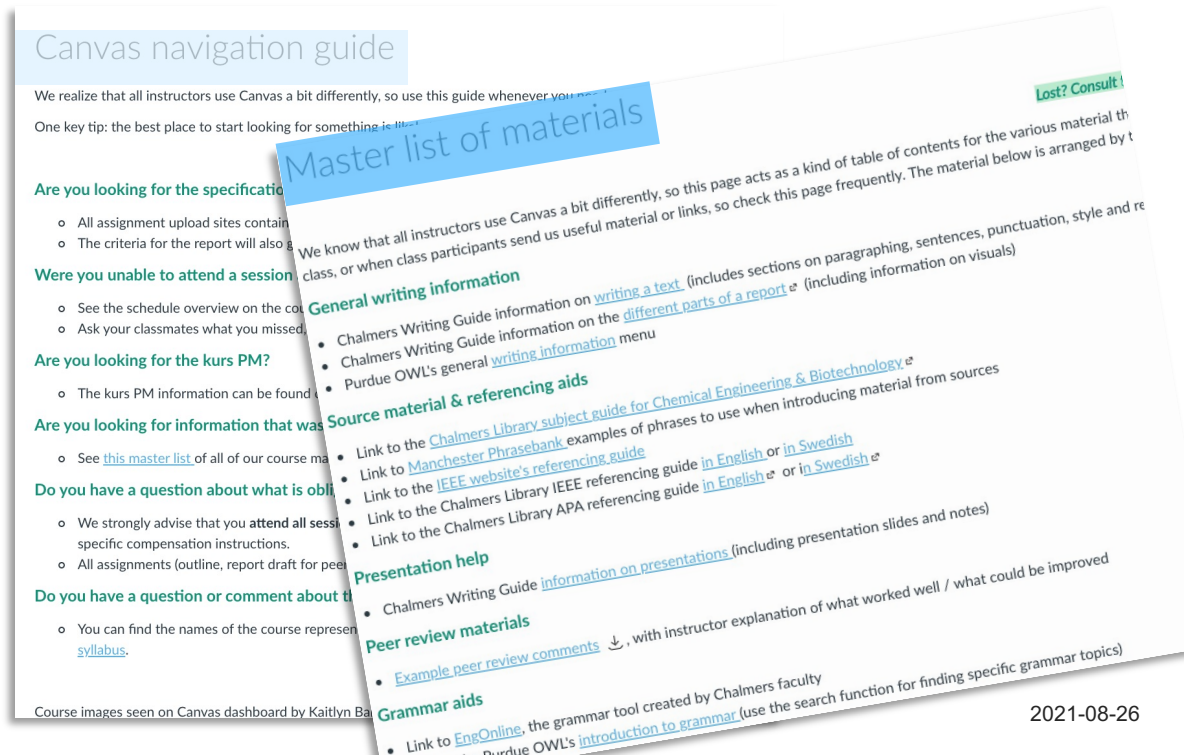
Canvas

- Most information is found on the modules page and/or the syllabus

Place screenshot
of modules page
here when it is
complete

Canvas: navigation / finding aids

- Found in the “Course information” module
 - **Navigation guide:** helps you find what you are looking for
 - **Master list:** houses links to materials used in class and other bonus materials to help you with your assignments



The image shows two overlapping documents from a Canvas dashboard. The top document is titled 'Canvas navigation guide' and contains sections for finding specific information, writing guides, and general information. The bottom document is titled 'Master list of materials' and contains links to various resources, including writing guides, subject guides, and presentation help.

Canvas navigation guide

We realize that all instructors use Canvas a bit differently, so use this guide whenever you need it.

One key tip: the best place to start looking for something is in the **Navigation guide**.

Are you looking for the specification?

- All assignment upload sites contain the specification.
- The criteria for the report will also be found here.

Were you unable to attend a session?

- See the schedule overview on the course page.
- Ask your classmates what you missed.

Are you looking for the kurs PM?

- The kurs PM information can be found in the **Navigation guide**.

Are you looking for information that was not in the course?

- See [this master list](#) of all of our course materials.

Do you have a question about what is obligatory?

- We strongly advise that you attend all sessions.
- All assignments (outline, report draft for peer review, etc.) are obligatory.

Do you have a question or comment about the course?

- You can find the names of the course representatives in the [syllabus](#).

General writing information

We know that all instructors use Canvas a bit differently, so this page acts as a kind of table of contents for the various material that you can find. We encourage you to check this page frequently. The material below is arranged by topic.

- Chalmers Writing Guide information on [writing a text](#) (includes sections on paragraphing, sentences, punctuation, style and format).
- Chalmers Writing Guide information on the [different parts of a report](#) (including information on visuals).
- Purdue OWL's general [writing information](#) menu.

Source material & referencing aids

- Link to the [Chalmers Library subject guide for Chemical Engineering & Biotechnology](#).
- Link to the [Manchester Phrasebank](#) examples of phrases to use when introducing material from sources.
- Link to the [IEEE website's referencing guide](#) in English or in Swedish.
- Link to the Chalmers Library IEEE referencing guide in English or in Swedish.
- Link to the Chalmers Library APA referencing guide in English or in Swedish.

Presentation help

- Chalmers Writing Guide [information on presentations](#) (including presentation slides and notes).

Peer review materials

- Chalmers Writing Guide [information on presentations](#) (including presentation slides and notes).

Grammar aids

- Link to [EngOnline](#), the grammar tool created by Chalmers faculty.
- Link to [Purdue OWL's introduction to grammar](#) (use the search function for finding specific grammar topics).

Course images seen on Canvas dashboard by Kaitlyn Ba...

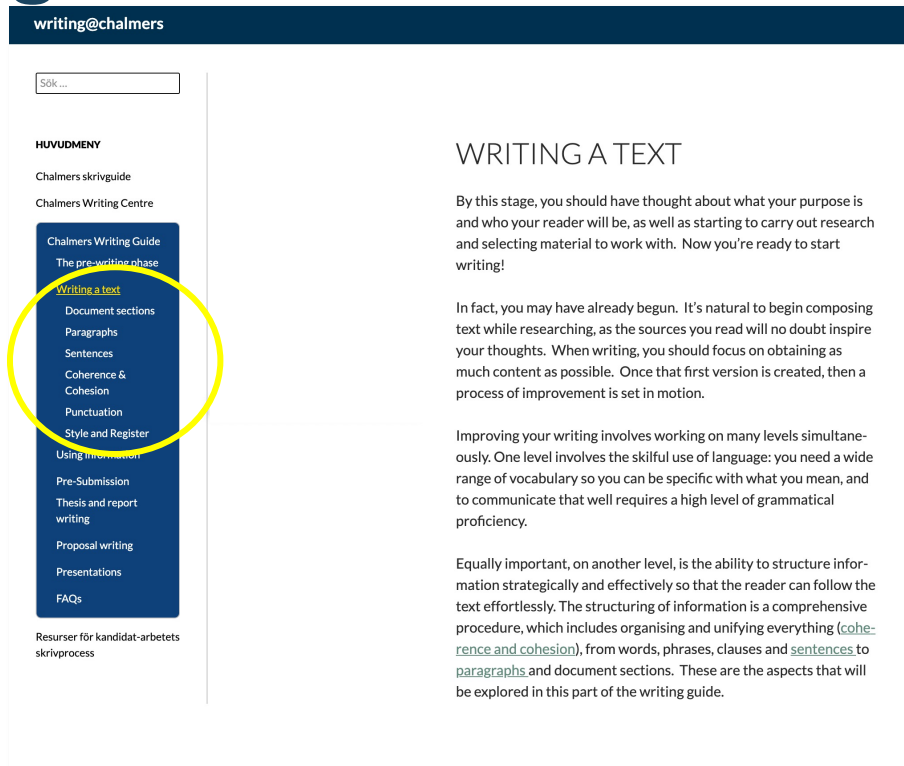
Chalmers library

- Need help finding sources?
- Use the main search page on the library website
- Search for relevant databases
- Contact a librarian



Chalmers Writing Guide

- Contains **general writing information**



The screenshot shows the Chalmers Writing Guide website. The header is dark blue with the email address writing@chalmers. Below the header is a search bar labeled "Sök ...". A sidebar on the left contains a list of navigation links: "HUVUDMENY", "Chalmers skrivguide", "Chalmers Writing Centre", "Chalmers Writing Guide", "The pre-writing phase", "Writing a text" (highlighted with a yellow circle), "Document sections", "Paragraphs", "Sentences", "Coherence & Cohesion", "Punctuation", "Style and Register", "Using information", "Pre-Submission", "Thesis and report writing", "Proposal writing", "Presentations", and "FAQs". The main content area is titled "WRITING A TEXT" and contains three paragraphs of text. The first paragraph discusses the purpose and reader of the text. The second paragraph discusses the process of improvement. The third paragraph discusses the importance of structuring information.

writing@chalmers

Sök ...

HUVUDMENY

Chalmers skrivguide

Chalmers Writing Centre

Chalmers Writing Guide

The pre-writing phase

Writing a text

Document sections

Paragraphs

Sentences

Coherence & Cohesion

Punctuation

Style and Register

Using information

Pre-Submission

Thesis and report writing

Proposal writing

Presentations

FAQs

Resurser för kandidat-arbetets skrivprocess

WRITING A TEXT

By this stage, you should have thought about what your purpose is and who your reader will be, as well as starting to carry out research and selecting material to work with. Now you're ready to start writing!

In fact, you may have already begun. It's natural to begin composing text while researching, as the sources you read will no doubt inspire your thoughts. When writing, you should focus on obtaining as much content as possible. Once that first version is created, then a process of improvement is set in motion.

Improving your writing involves working on many levels simultaneously. One level involves the skilful use of language: you need a wide range of vocabulary so you can be specific with what you mean, and to communicate that well requires a high level of grammatical proficiency.

Equally important, on another level, is the ability to structure information strategically and effectively so that the reader can follow the text effortlessly. The structuring of information is a comprehensive procedure, which includes organising and unifying everything ([coherence and cohesion](#)), from words, phrases, clauses and [sentences](#) to [paragraphs](#) and document sections. These are the aspects that will be explored in this part of the writing guide.

Chalmers Writing Guide

- Contains general writing information
- Contains guidance on different sections of a report

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Sök ...

HUVUDMENY

Chalmers skrivguide

Chalmers Writing Centre

Chalmers Writing Guide

The pre-writing phase

Writing a text

Using information

Pre-Submission

Thesis and report writing

Before you start writing

Parts of a thesis / report

Title page

Acknowledgements

Abstract

Table of contents

Introduction

Background/theory

Methods

PARTS OF A THESIS / REPORT

Writing a thesis is not about following a checklist but about being aware of what is expected in terms of audience, content, structure, and style amongst other things. See the section "Before you start writing" for more information.

At both Bachelor and Master levels at Chalmers, the type of thesis written varies from department to department and even within departments. When starting work on your thesis, you need to establish what kind of thesis you will work on and what the expected format of such a thesis is.

- 1) Find examples of Master theses in your field at the library. All Master theses are saved in [Chalmers Library](#).
- 2) Ask your supervisor
- 3) Check your department guidelines on thesis writing to see if they suggest a model thesis structure

The basic, common structure of a scientific text is shown below, the IMRAD structure, Introduction-Methods-Results and Discussion.

Course project



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Images by Hans Reniers and Kailyn Baker via Unsplash

Assignment overview

- In groups, you will focus on a chemical analysis technique, explaining it by giving a specific example.
- The assignment has two main parts:
 - A report
 - A presentation
- Today's half-session with Ann-Sofie and Per (KBT241 instructors) clarifies this task for you.

Example topics from previous course runs:

- Bioaccumulation of heavy metals in fish species: Analyzing heavy metals using atomic spectroscopy
- Applicability of micellar electrokinetic chromatography in analysis of three antibiotic residues in milk
- Environmental and human health problems caused by antibiotic residues is successively detected by high performance liquid chromatography
- Detecting polycyclic aromatic hydrocarbons in different environments using high performance liquid chromatography

Report-writing process

Stage one

- Sign up to groups (same group for report AND for presentation)
- Decide on a topic and research it
- Write an outline and consult with a KBT241 instructor on its content

Stage two

- Write a first draft, which will receive FSP011 instructor feedback
- Write a second draft, which will undergo mandatory peer review

Stage three

- Receive feedback from opposition group after presentation
- Make final revisions and proofread report
- Submit final draft to be graded



Image by UX Indonesia via Unsplash

Presentation

- 10-minute overview of the material from your report
 - Condensed / summarized to fit time limit
 - Adapted for spoken context
- 10-minute opposition given from a peer group
 - To help strengthen content prior to report hand-in
- You will also serve as opposition for another group's presentation



Image by Matthew Osborn via Unsplash

Questions?

Image: Jon Tyson via Unsplash



Getting the project started

Images by Hans Reniers and Kailyn Baker via Unsplash



Groups

- Sign up for a group on Canvas right away
- **Today** would be best!
- You will stay in the same group for the entire course
 - Report
 - Presentation

Image by John Schnobrich via Unsplash

Report-writing process

Stage one

- Sign up to groups (same group for report AND for presentation)
- Decide on a topic and research it
- Write an outline and consult with a KBT241 instructor on its content

What to do now?

Stage two

- Write a first draft, which will receive FSP011 instructor feedback
- Write a second draft, which will undergo mandatory peer review

Stage three

- Receive feedback from opposition group after presentation
- Make final revisions and proofread report
- Submit final draft to be graded



Image by UX Indonesia via Unsplash

How to approach the outline

- Look at the outline checklist provided

FSP011 Canvas page → Modules →
Report writing module → “Prewriting” section

Writing a report outline

This page does not contain a template, as all of the reports for this class will differ considerably in

- Help you write a strong report
- Help your instructors guide the writing your text even before you begin writing your report

Your group should use this checklist to ensure that all required aspects of the outline are included

Check when complete	Task
	<ul style="list-style-type: none">• Contains the goal/aim of the report and/or a thesis statement that conveys the main purpose of the report
	<ul style="list-style-type: none">• Contains a projected list of section headings, with brief bulleted lists of what you expect to include in each section (introduction and conclusion)
	<ul style="list-style-type: none">◦ This should be created so that instructors (or anyone else) who reads the outline or motivates the goal/aim or thesis statement of the report
	<ul style="list-style-type: none">• Indicates where you expect to place figures/tables, with a brief summary of what you expect to show
	<ul style="list-style-type: none">• Contains a list of references that you anticipate using in the report

Workshop time

- With the remaining time in this half-session, you have flexible workshop time
- Use that time to:
 - Brainstorm topic ideas
 - Talk about how to narrow the general idea to a more targeted idea
 - Sign up to groups on Canvas
- We will gather together when we have 5 minutes left for a few final thoughts and time for you to ask questions

Next steps

1. Form writing groups
2. Sign up to a group on FSP011 Canvas page
 - Decide on a topic (or narrow down to a couple of possible choices)
3. Read the “Writing a report outline” page

FSP011 Canvas page → Modules → Report writing module → “Prewriting” section

In the next course session, we will discuss the report outline as well as reading strategies/tips for research

Image by Lucas Davies via Unsplash



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