

Engineering Humanics

Syllabus Number

4G201

Special Subjects

Elective 2 credit

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1. Course Description

Modern technicians need to be as communicative as they are professional. This class aims to improve skills in communication methods (presentations and reports) that are essential in the daily work of engineers. This class is conducted by combining lectures and exercises. In order to apply what you have learned to various situations, the lesson will be conducted while thinking about what is the nature of human beings. This lesson is to acquire knowledge related to DP5.

2. Course Objectives

- (1) Students can give presentations that meet the needs of the audience.
- (2) Students can produce presentation materials that allow the audience to intuitively understand the speaker's claim.
- (3) Students can create easy-to-understand technical reports using graphs and illustrations.

3. Grading Policy

- 1) Schooling class 50 points: Preliminary assignments 20 points, hands-on learning: 20 points, active points: 10 points
- 2) Review tasks (LMS): 50 points

4. Textbook and Reference

Textbook

No textbook

Reference

Yuji HIRATANI Presentation techniques Original booklet

5. Requirements(Assignments)

Preparation: Submit both electronic and paper media. First, submit to LMS before attending the schooling. Bring a copy printed on A4 paper when you attend the class.

Learning on LMS: Present the assignments in the 10th class and explain how to prepare and submit.

6. Note

Required skills

Participation assignments in this schooling: Create slides and present them using PowerPoint.

Learning on LMS: Create slides and brochures using PowerPoint.

How to conduct classes

- ・ 1st ~ 10th classes are held in a computer classroom at Itabashi Campus (OS Windows 10).
- ・ The eleventh to the fifteenth: Study on the LMS. Please submit the assignment on the designated date. Details of the theme will be explained in the classroom.

7. Schedule

- [1] Guidance and self-introduction
- [2] Chapter 1 -The Request of Customer is the First: Learn how to conduct preliminary surveys and presentations to move your audience
- [3] Chapter 1 -Hands on: How to create presentation materials for different types of audience
- [4] Chapter 2 -7's Law: 7 important points when making presentation materials
- [5] Chapter 2 -Hands on: Presentation materials for 3 minutes
- [6] Review from the 1st to the 5th: After summarizing the points for creating presentation materials, give a short presentation for confirmation.
- [7] Chapter 3 -How to Put Your Audience to Sleep. How to organize your presentation and give presentations to attract your audience
- [8] Chapter 3 -Hands on: Presentation materials for 5 minutes
- [9] Chapter 4 -Drawing Graphs in Technical Documents. You will learn how to draw graphs used in technical documents and how to make use of graphs.
- [10] Chapter 4 -Hands on: How to write a technical report using graphs
- [11] (LMS) Making presentation materials 1: 3 minutes Presentation for Junior Partners
- [12] (LMS) Making presentation materials 2: 3 minutes Presentation for Colleagues
- [13] (LMS) Making presentation materials 3: 3 minutes Presentation for Executives
- [14] (LMS) Writing a technical report using graphs
- [15] (LMS) How to check your report