INTERNATIONAL QUALIFICATIONS

AND ASSESSMENT CENTRE (IQAC)

«Approved»

2025 y. «___» _____

Programme	**Level 4 Extended Diploma in Architecture**		
Unit Number/ Unit Title	**Unit 1 Communication Skills for Engineering 1**		
Cohort Code:	L04CSE-U1		
Unit Level	4 level		
Total Credits/Hours	Total qualification time 200/ Total Guided learning hours 90/ Self-guided learning hours 110		
Credits	20 CATS/ 10 ECTS		
Lecturer			
Start Date		**End Date**	

Unit Aims	This unit aims to develop the communication skills essential for academic and professional success in architectural and engineering disciplines. Learners will gain proficiency in technical writing, visual communication, presentation delivery, and collaborative dialogue. Emphasis is placed on communicating complex design concepts clearly to a range of stakeholders, including clients, contractors, and interdisciplinary teams.
Differentiation Strategies *(e.g. planned activities or support for individual learners according to their needs)*	Various approaches to addressing the various identified students' needs will be adopted throughout the lesson. Such will include: 1. Progressive tasks 2. Digital resources 3. Verbal support 4. Variable outcomes 5. Collaborative learning 6. Ongoing assessment

	7. Flexible-pace learning
Equality & Diversity	Variety of teaching techniques will be employed to ensure that the needs of each individual learner are met.
Safeguarding & Prevent	Safeguarding policies and the Prevent duty are strictly observed to ensure the safety, well-being, and inclusivity of all students and staff.
Health & Safety	SIRM H&S policies will be maintained.
Learning Resources	**Teaching and Learning Materials** • Emmitt, S., & Gorse, C. (2018). Barry's Introduction to Construction of Buildings. Wiley-Blackwell. • Zelazny, G. (2001). Say It with Presentations. McGraw-Hill. • Alley, M. (2013). The Craft of Scientific Presentations: Critical Steps to Succeed and Critical Errors to Avoid. Springer. • Northedge, A. (2005). The Good Study Guide. Open University Press. • Lester, M. (2019). The Essential Guide to Business and Report Writing. Pearson Education.

Learning Outcome (The learner will:)	Assessment Criteria (The learner can:)
LO1. Communicate technical information clearly in written formats.	1. Written Assessments: 1.1 Structure technical reports using appropriate academic conventions. 1.2 Use visual aids (e.g., charts, sketches) to support written communication.
LO2. Prepare and deliver effective oral presentations.	2. Presentation: 2.1 Plan and deliver a design-focused presentation with visual and verbal coherence. 2.2 Respond constructively to questions and feedback.
LO3. Collaborate effectively in a team communication setting.	3. Portfolio Submission: 3.1 Contribute to a group discussion or project with clarity and active listening. 3.2 Reflect on communication roles and responsibilities within a team.
LO4. Use appropriate digital tools for architectural communication.	4. Practical Task: 3.1 Employ software tools (e.g., PowerPoint, InDesign, Canva) for professional document preparation. 3.2 Format submissions according to architectural presentation standards.
LO5. Apply academic referencing and citation conventions.	5. Written Exam: 5.1 Identify and apply Harvard-style referencing accurately. 5.2 Avoid plagiarism through appropriate paraphrasing and citation.

No	Topic	Learning Outcomes for Each Topic	Which assessment criteria does the session relate to?	Day/month/ year/ signature
1	Introduction to Communication in Engineering and Architecture	Understand why clear communication is critical in technical fields.	LO1, LO2	
2	Principles of Technical Writing: Clarity, Precision, and Structure	Learn how to convey complex information simply.	LO1	
3	Writing Technical Descriptions and Definitions	Practice defining systems, processes, and materials.	LO1	
4	Writing Instructions and Procedures	Structure step-by-step processes for technical tasks.	LO1	
5	Writing Reports: Structure, Headings, and Formatting	Produce engineering-style reports (lab, field, feasibility).	LO1	

6	Writing Emails and Memos in Professional Settings	Practice professional, concise internal communication.	LO1	
7	Grammar and Style in Engineering Writing	Improve sentence-level accuracy and tone.	LO1	
8	Citing Sources and Avoiding Plagiarism	Understand academic integrity and referencing basics.	LO5	
9	Harvard and IEEE Referencing Styles	Apply discipline-appropriate citation formats	LO5	
10	Annotated Bibliographies and Literature Reviews	Compile and evaluate technical research sources.	LO5	
11	Planning and Structuring Oral Presentations	Prepare presentations for design reviews or team meetings.	LO2	
12	Verbal Delivery Techniques: Clarity, Pacing, Confidence	Develop speaking skills for presenting technical ideas.	LO2	
13	Using Visual Aids: Slides, Diagrams, and Models	Design supporting visuals for architectural concepts.	LO2, LO4	
14	Presenting to Non-Technical Audiences	Tailor complex messages for clients or the public.	LO2	

15	Mid-Semester Presentation Practice: Individual Design Concept	Deliver a short oral presentation using digital tools.	LO2, LO4	
16	Midterm	**Midterm assessment** covering all learning outcomes (theory and practical elements)	LO1, LO2, LO3	
17	Introduction to Team Communication and Collaboration	Understand group roles, norms, and communication flow.	LO3	
18	Collaborative Problem-Solving and Brainstorming Techniques	Practice idea-sharing and joint decision-making.	LO3	
19	Group Dynamics and Managing Conflict	Navigate interpersonal challenges within project teams.	LO3	
20	Online Collaboration and Communication Platforms (Slack, Teams, Miro)	Use digital tools to share, co-edit, and coordinate.	LO3, LO4	
21	Listening and Feedback Skills in Team Settings	Give and receive constructive feedback professionally.	LO3	
22	Digital Drawing Tools: SketchUp, AutoCAD, and Revit Basics	Learn software that communicates architectural ideas visually.	LO4	

23	Creating Diagrams, Concept Boards, and Digital Sketches	Communicate design concepts non-verbally.	LO4	
24	Integrating Text, Image, and Data in Presentations	Balance technical visuals and supporting narrative.	LO4	
25	Portfolio and Document Design: Layout, Hierarchy, and Branding	Present personal and project work professionally.	LO4	
26	Final Presentation Preparation Workshop	Refine slides, practice delivery, and polish visuals.	LO2 – LO4	
27	Final Presentation Delivery: Peer-Reviewed	Demonstrate public speaking and digital communication skills.	LO2 – LO4	
28	Writing Reflective Reports on Communication Performance	Analyze your strengths and areas for growth.	LO1, LO5	
29	Reviewing Examples of Excellent Engineering Communication	Study professional reports, diagrams, and videos.	LO1 – LO5	
30	Final Group Project Showcase: Poster + Oral Presentation	Communicate technical content collaboratively.	LO2 – LO4	
31	Final Exam			