



UNIVERSITY OF RUHUNA
Centre for Multidisciplinary Studies & Research
Hambanthota

Offered Faculty: **Faculty of Engineering**

Offered Department: **Department of Civil and Environmental
Engineering**

**SHORT COURSE ON IMPROVE YOUR TECHNICAL WRITING AND
PRESENTATIONSKILLS**

OBJECTIVES

This short course will provide knowledge and skills to equip engineers with strategies and methods to prepare, implement, write up and present a information, whether it is for a project, a progress review, a workshop, or for competitive intelligence purposes.

OUTLINE AND LEARNING OUTCOMES

Organization of Research

The definition of research, How to make research plan and schedule, How to make a literature search and review, understanding a contents in a scientific publications,

Literature Review

Organizing ideas, gathering data, conducting the literature review, referencing published work, proposal writing,

Technical Writing

The technical writing process including planning, drafting, reviewing and revising the paper, using visuals in the written text, different types of scientific writing,

Technical Communication

Introduction to technical communication, gathering relevant data and interpretation, preparation of meeting documents, preparation of presentation materials,

Oral Presentation

Improvement of oral presentation of technical papers / posters

At the end of this short course participants should be able to

- a. Review literature
- b. Identify research questions and objectives.
- c. Organise research work.
- d. Proposed a methodology.
- e. Organize contents and write a draft version of a report, abstract for conference or a publication using advance methods; word editing etc.,
- f. Prepare a small technical presentation.

RESOURCE PERSONS

The details of the staff members involved in this short course program are as follows.

Resource persons: Dr. Sudhira De Silva and Dr. (Mrs.) Subashi De Silva

OUTLINE OF SYLLABUS	
Module Name	Module Content
Technical and Scientific writing	Organization, drafting, style, grammar,punctuation and reference handling, abstract and conclusion
Technical and Scientific Presentation	Organization, designing power point slides, preparing and giving presentation

TARGET GROUP

Engineers, Exective staff, administrative officers or who want to engage in proposal writing studies, improve their technical writing and improve their presentation skills
(Maximum number of participants will be limited to 30)

ELIGIBILITY REQUIREMENTS

Equivalent qualification acceptable by the Faculty of Engineering, University of Ruhuna. Participant must be able to read research publications in the field of interest

DURATION/ DATES

4 Days (when minimum number of applicants reach to 25) from 8:30 am to 4:30 pm at CMSR, Hambantota

CERTIFICATE

Candidates will be awarded with University approved certificate upon successful completion of the programme.

MEDIUM

English.

COURSE FEE

Rs. 25,000/=(Including course material and refreshments during the course)

APPLICATION

Download from University web site, Centre for Multidisciplinary Studies and Research at Siribopura, Hambanthota or Distance and Continuing Education Unit, University of Ruhuna, Welamadama, Matara.

FURTHER DETAILS

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