
FACULTY OF ENGINEERING SCIENCE AND THE BUILT ENVIRONMENT

Unit title:	Communication Skills	
Unit number:	BCE/1/124	
Unit value:	1.0	
Unit co-ordinator:	P J Mellow	
Contact time:	Lectures	39 hours
	Tutorials	26 hours
Private study time:	85 hours	
Unit pre-requisites:	None	

SHORT DESCRIPTION

This unit is aimed at students studying on courses at all levels in the civil engineering cluster who are either new to University study or returning after a considerable absence from study. It provides an introduction to the industry and the Built Environment and the roles of the people who work in the industry. It provides a foundation in study skills, methodology, and presentation for the rest of their study in the University. It develops their drawing, reporting and research skills and introduces methods for graphically presenting their analytical work. The Unit will introduce wider IT skills and methods of analysis. The unit involves group work, model making and develops team-working skills.

AIMS

The unit aims to lay the foundation for development of personal and inter-personal, learning and communication skills that students will require during their studies and to encourage a positive attitude to life-long learning so that these can be developed throughout their working lives.

LEARNING OUTCOMES

- Develop a basic understanding of the structure and organisation of the construction industry, the roles of the professions and people within it
- Task management and problem solving skills
- Use of tables, graphs and charts for the presentation of information
- Freehand and technical (civil engineering related) and CAD drawing fundamentals
- Experience in the use of Excell, Powerpoint and *****MathCad
- Information gathering and research skills
- Guidance on methods of note taking and report writing for academic study
- Social, networking and presentational skills

TRANSFERABLE SKILLS

- BECOME AWARE OF THEIR RESPONSIBILITY FOR THEIR OWN LEARNING
- SOCIAL SKILLS REQUIRED WHEN WORKING WITHIN A TEAM,
- GAIN ABILITY TO PLAN WORK PROGRAMMES FOR ACADEMIC STUDY
- WORK INDEPENDANTLY WITHIN A GROUP TIMESCALE

TEACHING AND LEARNING PATTERN

Lectures by experienced engineers and academics with appropriate handouts and group seminars intended to encourage discussion, peer review and the development of confidence, criticism and reflective learning patterns. Seminar presentations, group tutorials and one-to-one feedback sessions

INDICATIVE CONTENT

The following topics will be addressed by the Unit:

- professional teams, their roles and inter-dependance
- the construction industry, civil and rail and the economy
- ecology and sustainability
- learning skills, using library and information services
- reading and note taking
- time-management
- examination technique
- stress management and relaxation
- use of IT packages
- drawing and draughting skills
- team work skills, report writing, communication
- understanding and presenting numerical data
- an introduction to risk in the context of health and safety

ASSESSMENT METHOD

Continuous Assessment

Students will present both individual and group work on a varied range of tasks covering the construction industry, manipulation and presentation of numerical data, basic drawing work and report writing.

Students will be assessed on their contribution to team tasks through model building, etc. and will also carry out their own self-development assessments from time to time during the unit. Neither of these will feature in the marking for the unit

INDICATIVE SOURCES

Core

Morton R, Construction UK: Introduction to the Industry, Blackwell, London 2002
London South Bank University Core Skills Unit, Study Skills Survival Guide, LSBU 2002

Background

Beer D, McMurray D, A Guide to Writing as an Engineer, Wiley, London 2004
London South Bank University, CAD skills. LSBU 2000
Finney and Fowler, Foundation Course (CDT) Collins 1986
Hawkes B, Succeeding with Autocad, McGraw-Hill, London, 1995
Northedge A, The Good Study Guide, Open University 1990