The University of New South Wales

Centre for Photovoltaic Engineering

Writing & Presentation Guide

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Foreword

Good communication skills are very important, particularly for Engineers. Professional Engineers are required to communicate and interact on a daily basis with a variety of people including co-workers, managers and clients. This communication may take the form of written reports or presentations, and the better your communication skills, the more effectively you will be able to promote your ideas. This is particularly important for Engineers when trying to explain complex concepts to a broader audience not versed in technical engineering terminology.

Throughout your studies with the Centre you will be asked to write reports and theses as well as perform presentations as part of your assessment. These tasks will help you to develop your communication skills to better equip you for life as a Photovoltaic or Renewable Energy Engineer. Effective communication is a skill which can be developed and this guide has been produced to help you achieve this. As communication skills are highly individualised, this guide is not definitive; however, it is aimed at outlining the basics of good communication.

The Centre would like to thank the School of Electrical Engineering and Telecommunications and The Learning Centre for allowing us to adopt the EE&T 'Guide to Writing & Speaking' to create this guide for CPVE students. It is hoped that students will find this a valuable guide and learning tool.

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You may think it is only "the answer" that matters. (This might be true when it is already known, as at School). However, without a clear reporting of how you attained that answer, the answer is of no value to the professional engineer who solves new problems, and must persuade others that the answer is valid.

Contents

More than half of an engineer's 'work' involves writing and speaking to others—both engineer and non-engineer. These sections explain how to structure and present your communication.

You need to present information in ways that satisfy markers. Later, these conventions will also be required in your professional work.

Some more advice to help you review your approach to study.