

TechComm RW I

Technical Communication Reading & Writing Skills – Part 1 –

Oct. 12, 2021

Objectives:

- Help trainees develop two crucial reading skills
 - Quick & **accurate** comprehension of the essence of technical information
 - Quick search for useful & **reliable** sources of information
- Help trainees acquire basic writing skills enough for the following tasks
 - Communication by messaging (e.g., emails, text chats, posts on forums)
 - Write a concise report or a summary

Term: 3 months [2 ~ 3 Lessons (3 ~ 4 hours) per Week]

Items	weeks
0. Getting Ready for Lessons <ul style="list-style-type: none">• Install Slack on a Laptop and Smartphone• Install English-Myanmar Dictionaries on a Laptop and Smartphone• Install Zoom on a Laptop	0
1. Topic Selected by a Coach A. Quick Comprehension Given Paragraphs Selected from a Technical Document by the Coach, Do the Following Tasks for Technical Information in the Paragraphs <ul style="list-style-type: none">(a) Comprehend One of the Paragraphs in Turn with Guidance of the Coach(b) Explain Narratively a Summary of the Paragraph to Other Trainees in Burmese in Turn till Getting a Consensus of the Paragraph's Interpretation among All Trainees(c) Summarize the Paragraph in English with a Concise Phrase such as a Heading for the Paragraph(d) Repeat the Above Tasks to Other Paragraphs(e) Come Up with a Title of the Entire Group of the Selected Paragraphs(f) Write an Abstract (max 150 words) of the Entire Comprehended Information General Guidelines for Comprehension of a Technical Document: <ol style="list-style-type: none">1. Read only headings (sections, paragraphs, etc)2. Look at only charts, diagrams, tables, etc3. Read only the first & last sentences of each paragraph4. Write a concise heading of each paragraph5. Group paragraphs that are relevant to each other on the same topic6. Grasp or guess an overview of each section of the document7. Comprehend an essence (an important theme) of the document	1

B. Quick Search for Reliable Information Sources

Given Technical Question Selected by the Coach, Do the Following Tasks for Finding an Answer

- (a) Comprehend the Question through Q&A with the Coach
- (b) Search for to Other Trainees in Burmese in Turn till Getting a Consensus of the Paragraph's Interpretation among All Trainees
- (c) Summarize the Paragraph in English with a Concise Phrase as a Heading for the Paragraph
- (d) Repeat the Above Tasks to Other Paragraphs
- (e) Come Up with a Title of the Entire Technical Document
- (f) Write an Abstract of the Entire Technical Document

Categories of Technical Documents:

- Web Pages (blogs, reviews, magazine articles, research papers, etc)
- Online Tutorials
- Threads on Technical Forums
- Manuals
- Specifications

2. **Repeat 1. for Each Selected Topic** 10

3. **Final Assignment** 1

Given a Technical Question Selected by the Coach, Do the Following Task and Write a Report Including an Answer with References Supporting It

- Search for Information Relevant to the Question
- Comprehend & Sort the Information
- Identify the Most Relevant & Reliable Information
- Draw a Conclusion from the Information as an Answer in One Paragraph (maximum 250 characters)
- Make a List of Citations to References that Are Useful to Make the Answer Convincing, where Each Citation Includes a URL of a Reference, Title, Author, Date, and a Concise Summary in One Paragraph
- Write a Report Consisting of the Answer and the List of Citations

In a lesson, the coach gives trainees all instructions by text messaging on a channel of Slack and trainees also reply or ask questions to the coach by text messaging on Slack. Video conferencing is occasionally used if necessary.

Example Topics:

- What Is the Most Demanded Programming Language?
- What Are Most In-Demand Skills of Software Developers?
- What Are Latest Web Development Trends?
- How to Create a Floating Social Media Bar
- How to Tighten Security of Login Process
- What is "Responsive Web Design"? and How to Implement