503x Oral Communication Skills for Engineering Ph.D. Students

Tentative Course Schedule Spring 2017 (Session 1)
January 10 – February 23

The presentation activities listed below are relevant to the presenting situations you face as a graduate student as well as tasks related to a career in academia or industry. Personalized attention is emphasized and work in the class is geared to each student’s individual strengths and challenges.

- Class consists of short lectures, workshop-type activities, presentations, and peer feedback
- Short readings and other supplementary materials will be provided
- There is flexibility with deadlines, but inform the professor ahead of time so that accommodation can be made
- Do your best to keep up with the assigned work to get the most out of the course
- You can substitute presentation assignments with your own project work: conference presentations, etc.

Week 1

1/10  Course introduction
      Presentation basics: imposing structure
           assigned: identify your presenting style (record and view yourself on your phone)

1/12  Managing the Presentation Experience
      Audience Analysis
           assigned: non-technical “how-to” presentation
           due: non-technical “how to” presentations
Week 2

1/17 NO CLASS

1/19 Introductions and Conclusions
assigned: lit review presentation
*due: elevator speech*

Week 3

1/24 Managing Technical and Complex Material
assigned: presenting data and graphics
*due: lit review presentation*

1/26 Visualizations of Data and Graphics
assigned: summary presentation
*due: present a graphic*

Week 4

1/31 Preparing and Delivering Teaching Material
*due: in-class summary presentation*

2/2 Critical Reviews
assigned: teaching presentation
assigned: critical review presentation
*due: in-class summary presentation*

Week 5

2/7 Academic Conventions: conference presentations
*due: critical review presentation*

2/9 Drafting a Presentation: language and phrasing
*due: critical review presentation*
Week 6

2/14 Impromptu Speaking and Handling Questions
*due: research project summary presentation*
assigned: research project summary presentation

2/16 Technical Communicating to Diverse Audiences
Using Analogies to Explain Technical Material
*due: research project summary presentation*

Week 7

2/21 Workplace and other academic communications: job talks, group meetings
*due: teaching presentation*

2/24 Wrap-up, Tools for Continued Improvement
*due: teaching presentation*

*Note: Class schedule is tentative and will be modified to meet the class’s specific needs.*