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**

3/21  Course introduction
Presentation basics: imposing structure
assigned: identify your presenting style (record and view yourself on your phone)

3/23  Managing the Presentation Experience
Audience Analysis
assigned: non-technical “how-to” presentation
due: identifying your presenting style
Week 2

3/28     Audience Analysis cont’d.
         assigned: elevator speech
         due: non-technical “how to” presentations

3/30     Introductions and Conclusions
         assigned: lit review presentation
         due: elevator speech

Week 3

4/3      Managing Technical and Complex Material
         assigned: presenting data and graphics
         due: lit review presentation

4/6      Visualizations of Data and Graphics
         assigned: summary presentation
         due: present a graphic

Week 4

4/11     Preparing and Delivering Teaching Material
         due: in-class summary presentation

4/13     Critical Reviews
         assigned: teaching presentation
         assigned: critical review presentation
         due: in-class summary presentation

Week 5

4/18     Academic Conventions: conference presentations
         due: critical review presentation
         assigned: research project summary presentation

4/20     Drafting a Presentation: language and phrasing
         due: critical review presentation
**Week 6**

4/25  Impromptu Speaking  
Using analogies to explain technical material  
*due: research project summary presentation*

4/27  Communicating to Non-Technical and Diverse Audiences  
*due: research project summary presentation*

**Week 7**

5/2  Workplace and other academic communications: job talks, group meetings  
*due: teaching presentation*

5/4  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.*