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**

**10/17 Course introduction**
Presentation basics: imposing structure
assigned: identify your presenting style (record and view yourself on your phone)

**10/19 Managing the Presentation Experience**
**Audience Analysis**
assigned: non-technical “how-to” presentation
due: identifying your presenting style
Week 2
10/24 Audience Analysis cont’d.
assigned: elevator speech
due: non-technical “how to” presentations

10/26 Introductions and Conclusions
assigned: lit review presentation
due: elevator speech

Week 3
10/31 Managing Technical and Complex Material
assigned: present data and graphics
due: lit review presentation

11/2 Visualizations of Data and Graphics
assigned: summary of research presentation
assigned: critical review presentation
due: present data and graphics

Week 4
11/7 Preparing and Delivering Teaching Material
due: summary of research presentation

11/9 Critical Reviews
assigned: teaching presentation
due: critical review presentation

Week 5
11/14 Academic Conventions: conference presentations
assigned: research project summary presentation

11/16 Drafting a Presentation: language and phrasing
Communicating to Non-Technical and Diverse Audiences
due: teaching presentation
Week 6

11/21  Impromptu Speaking
Using analogies to explain technical material
*due: research project summary presentation*

11/23  NO CLASS - Thanksgiving

Week 7

11/28  Workplace and other academic communications: job talks, group meetings
*due: teaching presentation*

11/30  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.*