

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

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

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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.