

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

Tentative Course Schedule Fall 2016 (Session 2) March 21 – May 4

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.