

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

### **Tentative Course Schedule Fall 2017 October 17-December 1**

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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**

##### **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.