503x Oral Communication Skills for Engineering Ph.D. Students, Section 28577R

Tentative Course Schedule Fall 2019
First Session: Tuesday Aug. 27 – Thursday Oct. 10, 12-1:50 PM
Location: SOS B50

The presentation activities listed below are relevant to the oral communications 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 your individual strengths and challenges.

- Class consists of short lectures, discussion, videos, workshop-type activities, student presentations and peer feedback
- Short readings and other supplementary materials are provided (hand-outs sent via email and Blackboard)
- Note: there is flexibility if something comes up and you can’t make it for a presentation. It’s OK, but please inform the professor ahead of time
- Do your best to keep up with the schedule so you get the most out of the course
- You can substitute presentation assignments with your own work: an upcoming conference presentation, quals, etc. This is highly encouraged! The class is a good opportunity to try out your material and get audience feedback
- Your presentations are recorded. Please take advantage and watch your performances!
- Feel free to bring audience members to hear your presentations (i.e. colleagues, students, professors, etc.)
Week 1

8/27 Course Introduction
   Presentation Basics: delivery and structure
   assigned: identify your style (record and view yourself on your phone, take notes, report back on your opinion of your presentation skills and things you want to work on)
   assigned: technical how-to presentation

8/29 Giving an “Elevator Speech”
   *due: identifying your presentation style and skill level*

Week 2

9/3 Managing the Presentation Experience (controlling nerves)
   assigned: lit review presentation
   assigned: data and graphics presentation
   *In class: elevator Speeches*

9/5 Data Visualization & Critical Reviews
   assigned: Ted Talk presentation
   assigned: critical review presentation
   *In class: technical how-to presentations*

Week 3

9/10 Thinking on Your Feet: principles of improvisation

9/12 Academic Conference Presentations: from paper to presentation
   assigned: conference presentation (or research project presentation if you don’t have an existing or pending conference presentation)
   *In class: lit review presentation*

Week 4

9/17 Summarizing Technical Material
   assigned: teaching presentation
   *In class: data and graphics presentation*

9/19 Using Analogies to Explain Complex Material
   assigned: explain an analogy from your field
   *In class: Ted Talk presentation*
Week 5

9/24  Communicating to Non-Technical Audiences
      *In class: explain an analogy from your field*

9/26  Connecting with Diverse Audiences
      *In class: conference presentation*

Week 6

10/1  Pronunciation, Articulation and Voice Control

10/3  Teaching Basics
      *In class: critical review presentation*

Week 7

10/8  Persuasive Techniques in Technical Communication
      *In class: teaching presentation*

10/10 Wrap-up, Tools for Continued Improvement
      *In class: presenting 2.0: revision of a previous presentation*

*The class schedule is tentative and can be modified to meet your presenting needs, i.e. if you are planning to do your qualifying exam and would like a rehearsal in front of the class or you want to practice a poster presentation you can have class time to practice these presentations.

** You do not have to do every assignment listed in this schedule.

*** If you would like to present something not listed in the schedule (e.g. your qualifying exam presentation) that’s great – let me know so you can be accommodated.
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<thead>
<tr>
<th>Tentative Presentation Schedule</th>
<th>Date</th>
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<tbody>
<tr>
<td>elevator speech</td>
<td>9/3</td>
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<tr>
<td>technical how-to presentation</td>
<td>9/5</td>
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<tr>
<td>lit review presentation</td>
<td>9/12</td>
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<tr>
<td>presenting data or a graphic</td>
<td>9/17</td>
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<tr>
<td>Ted talk</td>
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<td>analogy presentation</td>
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<td>conference presentation</td>
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<td>critical review presentation</td>
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<td>teaching presentation</td>
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<td>redo of previous presentation</td>
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