

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.

Tentative Presentation Schedule	Date
elevator speech	9/3
technical how-to presentation	9/5
lit review presentation	9/12
presenting data or a graphic	9/17
Ted talk	9/19
analogy presentation	9/24
conference presentation	9/26
critical review presentation	10/3
teaching presentation	10/8
redo of previous presentation	10/10