

Communications II Seminar

Spring 2006

Seminar Organizers:

Anne Catllá (acatlá@math.duke.edu) and Garrett Mitchener (wgm@math.duke.edu)

Seminar website:

<http://www.math.duke.edu/~wgm/TechnicalCommunication>

Seminar purpose:

The purpose of this seminar is to prepare participants for various professional speaking opportunities. Emphasis will be placed on proper grammar, speaking voice and body language (tone, volume, eye contact, etc.), use of board space and slide design, and audience consideration. This purpose will be achieved via discussion of qualities of good and bad presentations, introduction to tools for writing talks, and multiple practice talks.

Seminar schedule:

January 23	Introductions
January 30	Discussion of qualities of a good talk; create critique sheet
February 6	Board talks on familiar material (10-15 minutes)
February 13	Board talks on familiar material (10-15 minutes)
February 20	Tutorial on using latex to create slides
February 27	Discussion of department seminars
March 6	Research topic presentations using slides (20-25 minutes)
March 20	Research topic presentations using slides (20-25 minutes)
March 27	Research topic presentations using slides (20-25 minutes)
April 3	Presentation of calculus material (20-25 minutes)
April 10	Presentation of calculus material (20-25 minutes)
April 17	Presentation of calculus material (20-25 minutes)

Details of presentations:

One week before presenting, students should send the organizers an one paragraph abstract describing the talk topic. After each practice talk, students are encouraged to provide feedback to the presenter. Students can meet with either organizer outside of class for additional feedback and assistance.

Evaluations:

At the end of the semester, the seminar organizers will write evaluations of student progress. These evaluations will detail student participation, attitude, strengths and weaknesses, and personal improvement. Participants will be given the opportunity to evaluate this seminar as well. Evaluations of students and of the seminar will be submitted to Dick Hain.